

Resume Trivia

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Check all that apply

1. A resume is...

- An autobiography of one's career life and professional experiences in order to secure employment.
- A detailed listing of a job candidate's skills, experiences, responsibilities and achievements as these relate to the position and company being targeted.
- A complete listing of an individual's education, work experience and professional training.

2. The purpose of a resume is to...

- Establish a candidate's qualifications for a position in order to secure an interview.
- Establish a candidate's qualifications for a position in order to secure employment.
- Establish a candidate's qualifications for a position in order to eliminate the competition.

3. The length of a resume must be...

- One page, no longer.
- Two pages, no longer.
- Whatever number of pages is necessary to qualify the candidate.

4. The most important information on my resume is...

- Job experience and education.
- Contact information.
- Achievements.

5. It's okay to exaggerate information on my resume when...

- I'm writing about older, less important positions and need to make my career path more logical.
- I was shy of completing a degree by only a few credits – and a degree is a requirement of the position.
- It's never ok to exaggerate information in a resume.

6. When writing my resume, my main focus should be on...

- Who will be reading my resume.
- Presenting my best skills, experiences and achievements in priority.
- The readability and visual presentation of my document.

7. When submitting my resume to a job advertisement, I need to make certain that...

- I provide as many options for retrieving my resume as possible (ASCII, PDF, Word processed document, etc.)
- I follow the directions of the ad explicitly.
- I secure the name of the hiring manager or decision maker.

8. **Certain personal information needs to be included in the resume, such as...**

- My name and contact information.
- My name, contact information and date of birth.
- My name, contact information, date of birth and number of dependents.

9. **A potential employer is permitted to ask me the date(s) of my _____ graduation, therefore, I should include this/these date(s) on my resume.**

- high school
- high school and college
- college

10. **Posting my resume on a job search database online will make my resume available to...**

- Potential employers
- Only those ads to which I respond
- Almost anyone, including my current employer