Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quiz Chapter 8 – Tools

**True/False**

1. A clear understanding of your skills, interests, and personality type is the foundation for constructing a résumé with a clear message.
2. A good résumé will tell the employer everything they could want to know about you and will not leave anything out.
3. A “one-size-fits-all” résumé is what you should strive for.
4. You may be preparing for a career that doesn’t yet exist.
5. The people you associate with online and the events you post impact your “brand.”
6. Accuracy on a résumé is just as important as consistent font type and size.
7. The initial purpose of a résumé is to get a job.
8. If you are applying for a position in another state, never include your mailing address for contact information.
9. Ensure that your résumé will be opened and viewed properly by an employer by emailing it to yourself first as an attachment.
10. In the cover letter introduction, you should let the employer know how you intend to follow-up.

**Multiple Choice**

1. For easy access, your job search tools should be housed in a:
   1. Career journal
   2. Career portfolio
   3. Career library
   4. Career center
2. The world of work is becoming more interconnected and employers are seeking employees who not only have job specific skills, but who are also innovative and creative. For this reason:
   1. You should major in art
   2. Triple majors are becoming more popular
   3. You should consider listing unrelated assets and experiences on your résumé
   4. You should find jobs that are more traditional
3. A résumé that focuses on your specific assets only:
   1. Is targeted and encouraged by career counselors
   2. Is called a chronological résumé
   3. Could be too lengthy
   4. Can make the job search difficult
4. Brian has just updated his Facebook page with pictures of his Spring Break trip to Mexico where he delivered clothing to an orphanage. This action will assist his career development process by:
   1. Making his mother proud
   2. Enhancing his personal brand
   3. Keeping his teachers updated on his whereabouts
   4. Diminishing his online presence
5. Using privacy settings in social media:
   1. Can help you manage your personal brand
   2. Can be done once because they will not change
   3. Will make an employer think you’re hiding something
   4. Are unnecessary
6. This is the résumé format of choice for most employers:
   1. Linear
   2. Functional
   3. Combination
   4. Chronological
7. A college professor would be best served by using this résumé format:
   1. Curriculum vitae
   2. Biography
   3. Functional
   4. Reverse chronological
8. A biography résumé format is not useful for:
   1. An unemployed high school student seeking a retail job
   2. A recent college graduate in an art field
   3. Taylor Swift
   4. Your profile as a new hire for a company’s “About Us” page
9. Which of the following phrases needs an action verb?
   1. Teamwork and leadership
   2. Provide customer service
   3. Train employees
   4. Tutored students

**Short Answer**

1. What is a combination résumé?

**Completion**

1. Your personal brand is made up of those characteristics that make you \_\_\_\_\_\_\_\_ and create themes that shape your image.
2. The filename for your résumé should include your \_\_\_\_\_\_\_\_\_\_\_\_ and the word \_\_\_\_\_\_\_\_\_\_\_.