Square One

**Career Development**



# (Chapter 3 Test)

<https://docs.google.com/document/d/1EyR-g3owqeCbOpwufCZJJicNK9-62il-tuBVfgmyRqQ/edit?usp=sharing> Have to give credit to this!!!!

1) You can only have a resume after you have your first job?

True or False?

2) What is the purpose of a resume?

a) It’s the only way to get a job.

b) Says I have to write a resume in the “Job Finding Handbook”.

c) It’s a self‐advertisement that shows how my skills, experience, and achievements match the

requirements of the job I want.

d) It takes the place of an application and interview.

3) The first thing on a resume should be:

a) The job title I am applying for.

b) The heading which contains my name, address, phone number, and email address.

c) My personal information which includes my name, birthdate, driver’s license number, and social

security number.

d) My educational information which includes my grade school, high school, and college attended

4) Use bullet points and short sentences on resumes to describe:

a) My experiences.

b) My educational background.

c) My professional objectives.

d) All of the above.

5) How long should a resume be?

a) 1 – 2 pages

b) 2‐ 3 pages

c) 3‐4 pages

d) As long as it needs to in order to list all the important information.

6) When asked to provide 2 – 4 professional references, this means:

a) My parents, siblings, or other family members.

b) Uncle Henry, who is the president of City Bank.

c) My current/former manager, co‐workers, or college professors.

d) All of the above

7) It is a good idea to research companies in order to

1. prepare for your general job search.
2. learn about specific companies and industries.
3. prepare for interview questions.
4. All of the above

8) Which of the following clothing should be worn at an interview for an entry-level position at a sneaker store?

1. Business Casual
2. Professional Style
3. Have your outfit match the job/industry
4. School Uniform

9) You are applying for a job at a nearby ski resort. The position is for a cashier in the food and beverage department. The interview will be held in person at the resort.

How should you prepare your resume for the application process? How should you prepare properly for the interview?

10) After working a full winter season at the local ski resort you want to apply for a new cashier job at a local grocery store.

Should you update your resume before applying? Explain why or why not you should update it before applying?

Square One

**Answer Page**



# Answers

1) You can only have a resume after you have your first job?

**True**

2) What is the purpose of a resume?

**c) It’s a self‐advertisement that shows how my skills, experience, and achievements match the**

**requirements of the job I want.**

3) The first thing on a resume should be:

**b) The heading which contains my name, address, phone number, and email address.**

4) Use bullet points and short sentences on resumes to describe:

**d) All of the above.**

5) How long should a resume be?

**a) 1 – 2 pages**

6) When asked to provide 2 – 4 professional references, this means:

**c) My current/former manager, co‐workers, or college professors.**

7) It is a good idea to research companies before an interview in order to

**G)prepare for interview questions.**

8) Which of the following clothing should be worn at an interview for an entry-level position at a sneaker store?

**G) Have your outfit match the job/industry**

9) You are applying for a job at a nearby ski resort. The position is for a cashier in the food and beverage department. The interview will be held in person at the resort.

How should you prepare your resume for the application process? How should you prepare properly for the interview?

***Prepare your resume with all relevant information. (job experience, education, skills/ core competencies, contact information)***

***Research the resort on google and learn about the company, how it operates, how long they are open for, history, and any other relevant information.***

***Practice mock interview questions with someone you trust (friends, family, teachers). Use google as a tool to find interview questions from similar companies or positions to be well prepared for any questions that may come***

10) After working a full winter season at the local ski resort you want to apply for a new cashier job at a local grocery store.

Should you update your resume before applying? Explain why or why not you should update it before applying?

***Yes, you should update your resume! Most of the information will remain the same except work experience. Add your experience from working at the resort and tailor it to show all the skills and abilities you have that will make you a suited candidate for the next cashier job.***