1. When refocusing your resume for a specific job application, it may help to revise the descriptions on your resume to reflect language used in the job posting.

    1 / 1 point

    ⦿ True

    ◯ False

    ⊘ Correct
    When refocusing your resume for a specific job application, it may be beneficial to revise the descriptions on your resume to reflect language used in the job posting. To do this, review the requirements for the position and take note of areas within your resume that illustrate the skills listed in the job posting. Then, revise sections that could be better aligned.

2. Fill in the blank: In order to _____ your resume, include technical and software proficiencies, such as the languages, platforms, and software that you have used to analyze data.

    0 / 1 point

    ◯ standardize

    ⦿ formalize

    ◯ specialize

    ◯ normalize

    ⊗ Incorrect
    In order to specialize your resume, include technical and software proficiencies, such as the languages, platforms, and software that you have used to analyze data. For this program, consider adding Python and Tableau, as well as previous work and educational experiences you have with other data-related software.

3. What should you do if you want to apply for a job, but the description includes programming languages or software applications that you are unfamiliar with?

    1 / 1 point

    ⦿ Describe the skills you have that may be transferable to those listed in the position, then highlight them on your resume.

    ◯ Note in your cover letter that you do not have these skills, but hope they will consider you anyway.

    ◯ Do not apply for the job.

    ◯ Include the programming languages and software applications on your resume, even if you do not know them.

    ⊘ Correct
    If you want to apply for a job, but the description includes programming languages or software that you are unfamiliar with, describe skills you have that may be transferable to those listed in the position. Also consider adding context about how you can be proficient in the role.