

Question 1 (1 point) ✓ *Saved*

To increase your employment chances, construct your résumé so that you can apply to as many different fields as possible.

☐ True

☒ False

Question 2 (1 point) ✓ *Saved*

Send a thank-you email or note within a day or so after an interview.

☒ True

☐ False

Question 3 (1 point) ✓ *Saved*

The career-objective statement should be tailored to the specific job for which you are applying.

☒ True

☐ False

Question 4 (1 point) ✓ *Saved*

Employers use Facebook and Twitter to get a feel for an applicant's personality and fit.

☒ True

☐ False

Question 5 (1 point) ✓ *Saved*

Never begin a cover letter with a question.

☒ True

☐ False

Question 6 (1 point) ✓ *Saved*

For an employment interview, have your own set of questions prepared to ask the potential employer.

☒ True

☐ False

Question 7 (1 point) ✓ *Saved*

Include your street address and home phone number in an e-portfolio.

☐ True

☒ False

Question 8 (1 point) ✓ *Saved*

Always ask for permission to include an individual as a reference.

☒ True

☐ False

Question 9 (1 point) ✓ *Saved*

Avoid social media feeds as a source in a job search.

- ☐ True
- ☒ False

Question 10 (1 point) ✓ *Saved*

Active voice is inappropriate for an application letter.

- ☐ True
- ☒ False

Question 11 (1 point) ✓ *Saved*

Which of the following accurately represents the value of résumé templates?

- ☐ Résumé templates require more time to use than they are worth.
- ☐ Résumé templates provide the best style for any audience.
- ☐ Résumé templates are not appropriate for people in later stages of their careers.
- ☒ Résumé templates are a good starting point.

Question 12 (1 point) ✓ *Saved*

When they review a résumé, employers seek an answer to which of these questions?

- ☐ Why do you want to work here?
- ☒ What can you do for us?
- ☐ Where would you like to be in ten years?
- ☐ What are your long-term goals?

Question 13 (1 point) ✓ *Saved*

Throughout your résumé, use which of the following?

- ☐ complete sentences
- ☐ abbreviations
- ☐ passive constructions
- ☒ action verbs

Question 14 (1 point) ✓ *Saved*

When designing a résumé so that it can be scanned, you should _____.

- ☒ use boldface for headings
- ☐ use fancier fonts to set yourself apart from others
- ☐ use ALL CAPS instead of boldface for headings
- ☐ omit the "Objective" section

Question 15 (1 point) ✓ *Saved*

Which of the following is the *best* advice when researching the job market?

- ☐ Go straight to the Internet and randomly search through as many Web sites as possible.
- ☐ Avoid sending out unsolicited application letters.
- ☒ Consult reference materials specific to the industry.
- ☐ Avoid talking to friends and family members about your search.

Question 16 (1 point) ✓ *Saved*

Which of the following statements about creating effective résumés is *most* accurate?

- ☐ Avoid bold, italics, and colors on a résumé.
- ☐ Use hyperlinks in your resume to provide access to more information.
- ☐ List as much of your background and experience as possible.
- ☒ If possible, limit your résumé to one page.

Question 17 (1 point) ✓ *Saved*

During an interview, which of the following should you do?

- ☒ Have ready extra résumés, a notepad, and a pen.
- ☐ Immediately address the interviewer by first name.
- ☐ Make sure that you do most of the talking.
- ☐ Provide constructive criticism of previous employers if they treated you badly.