Assessment

1) What is a résumé?

A. A tool for marketing yourself.

B. A general summary of your accomplishments.

C. A detailed summary of your accomplishments.

The correct answer is: A. A tool for marketing yourself.

Explanation: Your résumé is a tool you use to "sell yourself" to a prospective employer. It's like the proverbial "elevator speech". You've got a short period of time to make your case that you can be of value to the prospective company. You can't waste the interviewee's time with irrelevant information.

2) What is the purpose of a résumé?

A. To get a job.

B. To highlight your accomplishments.

C. To get an interview.

The correct answer is: C. To get an interview

Explanation: You can't get a job if you don't get the interview. The interview is the place to add dimension to your resume.

3) How many résumés should you have?

A. One.

B. One tailored to each job you apply for.

C. Between 5 and 10 which cover the majority of companies.

The correct answer is: B. One tailored to each job you apply for.

Explanation: It's a good idea to have a different résumé which is customized for each prospective employer. This doesn't mean completely different resumes, but does mean changing a few lines here and there which shows that you've done your research on and have an interest in the position at hand.

4. How big are your fonts?

A. I typically use a 10-point font for the text (or an 11-point font for Times New Roman). I might use a bigger font for my name or section heading.

B. I have a lot of information to include, so I use a font that is smaller than 10 points so I can get it all in.

C. I use a 12-point font so it is easy to read.

Answer A

Explanation: Choose font sizes carefully so the resume looks clean. A 10-point font is standard. If the font is smaller than that, it becomes difficult to read. A larger font does not give a very executive look.

5. A good resume objective:

1. Is tailored to the specific job to which you are applying.
2. Is generic.
3. Talks mostly about what you want.

Answer A

Explanation: A good resume is tailored to the specific job to which you are applying