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40% Score	**6** Correct
9 Wrong	**07:03** Time

🧠 Question Review

1. What should you include at the top of a resume? ✓

Hobbies

Educational details

Contact information   **Correct Answer**

Salary expectation

Explanation: Recruiters need contact details (phone, email, LinkedIn) to get in touch.

2. Which of the following is a strong bullet point for a resume?

Was involved in projects	Your Answer

Helped team with tasks

Managed a team of 5 and increased output by 20%	Correct Answer

Worked in an office

Explanation: pecific, measurable, and action-oriented statements are more effective in resumes.

3. Which resume format is best for candidates with a consistent work history?

Functional

Chronological	Correct Answer

Infographic	Your Answer

Video

Explanation: Chronological resumes highlight job progression and are best for candidates with consistent experience.

4. Why should you use keywords in your resume?

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To confuse the recruiter

To pass ATS filters   Correct Answer

To match your friend's resume

Explanation: ATS systems scan for keywords from job descriptions to shortlist resumes.

5. Which file format is safest to upload to an ATS system?   ⊗

.PDF with graphics   Your Answer

.DOCX (Word file)   Correct Answer

.JPG

.PPTX

Explanation: DOCX files are more easily parsed by ATS than PDFs with complex formatting or images.

6. An ATS may reject your resume if: ⊘

It has section headers

It's written in Times New Roman font

It contains tables and graphics   Correct Answer

Explanation: ATS may not read tables, columns, and graphics correctly, leading to missed information.

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7. Which platform offers pre-designed resume templates with design elements? ✅

Microsoft Excel

Canva   Correct Answer

VLC Player

Notepad

Explanation: Canva provides modern, customizable templates that are visually appealing.

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8. Which tool is useful for real-time resume collaboration? ✅

Photoshop

MS Paint

Google Docs   Correct Answer

Audacity

Explanation: Google Docs allows real-time edits and sharing, making collaboration easy.

9. What is the purpose of using resume templates?

To copy someone else's resume

To speed up formatting and structure	Correct Answer

To avoid applying for jobs

To add cartoons

Explanation: Templates save time and provide a professional layout, especially for beginners.

10. The phrase "must be detail-oriented" in a job description means:

Focused on big-picture strategy

Good at multitasking	Your Answer

Capable of identifying small errors or inconsistencies	Correct Answer

Can handle customer complaints

Explanation: "Detail-oriented" indicates the need for accuracy and thoroughness.

11. If a JD says "preferred: knowledge of Python," it means:

Python is mandatory	Your Answer

You must have a degree in Python

Python knowledge is an advantage, not a must

Python is not needed

Explanation: "Preferred" means optional but desirable.

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12. The term "client-facing role" in a job description means: ⊗

Working only with software

Communicating directly with clients   Correct Answer

Reporting only to your manager

Working from home only

Explanation: Client-facing roles involve direct interaction with clients or customers.

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13. A man said, "The girl I met today is the daughter of the brother of my wife." How is the girl related to the man? ⊗

Daughter

Niece   Correct Answer

Sister-in-law

Cousin

Explanation: Wife's brother's daughter = niece.

14. to a photograph, a woman says, "He is the only son of my mother's only son." Who is the man in the photo?

| Her son | Correct Answer |

Her brother

Her nephew

Her cousin

Explanation: Mother's only son is herself or her brother. If she's the only child, the man is her son.

15. If in a code language, "SMART" is written as "TNBSU", how is "HAPPY" written?

| IBQQZ | Correct Answer |

IBQQX

GZOOX

ICQQZ

Explanation: Each letter is shifted +1 alphabetically: H→I, A→B, P→Q, P→Q, Y→Z.

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Contact Us

📍 HSR layout, Sector 7,5th main road Bengaluru, 560102, India

📞 +91 9008264959

✉ humanresource@vijesha.com