



## Ojt prelim exam

CS Practicum (AMA University)



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**Started on** Saturday, 18 May 2024, 1:46 PM

**State** Finished

**Completed on** Saturday, 18 May 2024, 1:55 PM

**Time taken** 9 mins 29 secs

**Grade** 50.00 out of 50.00 (100%)

Question **1**

Correct

Mark 1.00 out of 1.00

Use a template if you lack the time to write a highly   resume.

Question **2**

Correct

Mark 1.00 out of 1.00

Applicants often sound robotic in attempts to sound   .

Question **3**

Correct

Mark 1.00 out of 1.00

From a careers perspective, once an individual decides he/she wants to pursue a career in healthcare, the coach will show the individual how to organize his/her activities in order to explore options and find jobs within that industry, providing encouragement along the way.

Answer:  

Question **4**

Correct

Mark 1.00 out of 1.00

Writing a great resume is an art form, particularly now that   are so crucial to a resume's success.

Question **5**

Correct

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Your  ✓ is really part of your resume. Therefore, it is equally important.

Question **6**

Correct

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The  ✓, which focuses attention on skills and achievements, rather than a chronological listing of jobs ideal for recent grads.

Question **7**

Correct

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Be  ✓. Give the employer a reason to want to meet you.

Question **8**

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✓ are useful when you have to write and format a resume but do not have the time.

Question **9**

Correct

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When it comes to writing a good cover letter, make it  ✓.

Question **10**

Correct

Mark 1.00 out of 1.00

Handling different aspects of a career activity successfully, usually in the form of meeting pre-established activity objectives.

Answer: career management



Question **11**

Correct

Mark 1.00 out of 1.00

Before opting for a specific resume template, find out if it is suitable for the position you're applying for.



Question **12**

Correct

Mark 1.00 out of 1.00

Do your research on line, in publications and in professional associations to learn as much as you can about the

company



and job you are applying to.

Question **13**

Correct

Mark 1.00 out of 1.00

resume tips



are words of wisdom that experienced resume writers have gathered over many years of writing job specific resumes.

Question **14**

Correct

Mark 1.00 out of 1.00

The process of identifying and implementing career activities that cause change for the purpose of growth.

Answer: career development



Question **15**

Correct

Mark 1.00 out of 1.00

An occupation that requires extensive education or specialized training to practice in the profession.

Answer: profession



Question **16**

Correct

Mark 1.00 out of 1.00

Even if you don't snail-mail your resume to employers, you should have hard copies on hand to bring to interviews.



Question **17**

Correct

Mark 1.00 out of 1.00

foundation skills



are basic academic and behavioral characteristics from which to build competencies.

Question **18**

Correct

Mark 1.00 out of 1.00

A resume containing 25- 35 keywords is the general rule for a job-specific resume, so if you have fewer than that number, try to fill each section of your resume with relevant keywords in varying forms.



Question **19**

Correct

Mark 1.00 out of 1.00

An approach that is generally used while writing industry-specific resumes is to " front-load " the resume with keywords early in the document.



Question **20**

Correct

Mark 1.00 out of 1.00

Your goal is to  ✓ yourself based on these competencies and on your achievements so far, both educational and in part-time jobs, either paid or volunteer.

Question **21**

Correct

Mark 1.00 out of 1.00

Whether you e-mail, fax, or mail your resume to prospective employers, you should try to keep your  ✓ plain and easy to read.

Question **22**

Correct

Mark 1.00 out of 1.00

For new college graduates with entry level resumes, have a  ✓ write a recommendation, along with a peer who you worked with in a group setting, and a supervisor from an internship.

Question **23**

Correct

Mark 1.00 out of 1.00

They are generally characterized as having a significant number of years of work experience, and/or are 40 years of age or older.

Answer:  ✓

Question **24**

Correct

Mark 1.00 out of 1.00


A specific job by which someone earns a living.

Answer:  ✓

Question **25**

Correct

Mark 1.00 out of 1.00

Always personalize your resume for the position you are applying for. This will allow the potential employer to associate your experience  with their job opening.

Question **26**

Correct


Mark 1.00 out of 1.00

formatting  should highlight your accomplishments, not draw attention away from them.

Question **27**

Correct


Mark 1.00 out of 1.00

In your cover letter and resume, mirror (truthfully) the skills and requirements that the employer  is looking for.

Question **28**

Correct


Mark 1.00 out of 1.00

Provide strong references . Most family and friends will be happy to vouch for you as a 'good person,' but you really want to find three people who will sit down and give a written assessment of you as a person, and your job capabilities.

Question **29**

Correct

Mark 1.00 out of 1.00

As an entry level, the approach you take will depend on your college major, your part-time work experience while in high school and college and on the competencies  you've developed.

Question **30**

Correct

Mark 1.00 out of 1.00

Be clear and  ✓ . Be short and to the point in describing your responsibilities.

Question **31**

Correct

Mark 1.00 out of 1.00

Make sure that there aren't gaps or overlaps in your  ✓ . Attention to detail is vital when it comes to this.

Question **32**

Correct

Mark 1.00 out of 1.00

(Formatting) Simple  ✓ will best separate your duties and skills.

Question **33**

Correct

Mark 1.00 out of 1.00

The planning process usually includes the following steps: Self-Assessment, identifying and exploring career options; setting goals and planning action steps to achieve those goals; taking action in accordance with the career plan (e.g., write a resume).

Answer:  ✓

Question **34**

Correct

Mark 1.00 out of 1.00

What you do have are  ✓ competencies that will work in a variety of jobs and industries.



Question **35**

Correct

Mark 1.00 out of 1.00

From a careers perspective, they may ask "why do you want to work in the healthcare industry?"

Answer: career counseling



Question **36**

Correct

Mark 1.00 out of 1.00

When describing your prior job experience and duties, use active language.

active



Question **37**

Correct

Mark 1.00 out of 1.00

For the font, select a reasonable size. Anywhere between 9 and 12 points should be acceptable.

12



Question **38**

Correct

Mark 1.00 out of 1.00

A job or occupation regarded as a long-term or lifelong activity or pursuit.

Answer: career



Question **39**

Correct

Mark 1.00 out of 1.00

They are generally characterized as having one year or less of work experience, and/or newly graduated from high school or college.

Answer: Entry-level Workers



Question **40**

Correct

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It may take you a few tries to craft your  ✓ into something that reads well and sums up your professional and personal capabilities, but it's worth it when you can present something uniquely "you" that will entice employers.

Question **41**

Correct

Mark 1.00 out of 1.00

It refers to possessing a set of core skill groups that are transferable from job-to-job and from industry-to-industry.

Answer:  ✓

Question **42**

Correct

Mark 1.00 out of 1.00

Don't add  ✓ and interests. When an interviewer asks you to tell them about yourself, it is always work-related -they really don't want to know about your love for sailboats

Question **43**

Correct

Mark 1.00 out of 1.00

An organized economic activity connected with production, manufacture, and/or construction of a particular product/service or range of products/services.

Answer:  ✓

Question **44**

Correct

Mark 1.00 out of 1.00

When submitting your resume online, try concentrating on industry-specific websites or professional/  ✓ organizations, depending on how specific the skills and requirements are for your industry.

Question **45**

Correct

Mark 1.00 out of 1.00

Such transitions involve a series of integrated steps to get back on their feet including to include transferable skills assessment, stress and time management, and re-education.

Answer: career transition



Question **46**

Correct

Mark 1.00 out of 1.00

Always include numbers, percentages, and specific amounts in your job descriptions to back up your achievements



Question **47**

Correct

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Don't state salary information or a salary history. You don't want to be passed over based on a range that they are either unable or unwilling to pay.



Question **48**

Correct

Mark 1.00 out of 1.00

Present your jobs in reverse chronological order, beginning with the most recent.



Question **49**

Correct

Mark 1.00 out of 1.00

Competencies are a combination of skills, abilities, and knowledge needed to accomplish a specific task.



Question **50**

Correct

Mark 1.00 out of 1.00

Keep it to  ✓ page. No one wants to scan through two or more pages of your long-winded accomplishments and experience unless you have many years of experience.

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## Prelim Exam Attempt review

IT Practicum (AMA University)



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**Started on** Sunday, 19 May 2024, 1:06 PM

**State** Finished

**Completed on** Sunday, 19 May 2024, 1:35 PM

**Time taken** 28 mins 51 secs


**Marks** 50.00/50.00

**Grade** 100.00 out of 100.00

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