✅ Resume Preparation Quiz – Full Score Review

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1. Which of the following components should be included in a resume?

Select all that apply.

- ❌ **Desired pay rate**
  This is typically discussed during interviews or negotiations, not on the resume.
- ✅ **Personal information**
  Includes your name, job title, address, phone number, email, and links to your LinkedIn® profile and portfolio. This helps employers contact you and view your work.
- ❌ **Salary history**
  Not appropriate for a resume; salary discussions happen later in the hiring process.
- ✅ **Education**
  Include institution name, location, degree or certificate earned, and dates of attendance. This shows your qualifications and knowledge.
- ✅ **Work experience**
  Include company names, job titles, dates of employment, and a description of your responsibilities and accomplishments.

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2. Which of the following actions can you take to help you tailor your resume to cloud data professional roles?

Select all that apply.

- ❌ **Select an elaborate resume design that will make you stand out to potential employers and recruiters**
  Overly complex designs can confuse applicant tracking systems (ATS). Keep it clean and professional.
- ✅ **Research roles on job-search platforms and take notes on some of the skills and qualifications required for jobs that appeal to you**
  This helps you align your resume with real-world job expectations.
- ✅ **Refer to previous course content to review some of the different types of roles available in data analytics**
  Helps you understand the landscape and tailor your resume accordingly.
- ❌ **Copy and paste a typical cloud data professional job description into your resume**
  This is not personalized and may be flagged by ATS.
- ✅ **Use an AI tool to tailor your resume to the specific job**
  AI tools can help optimize your resume for keywords and formatting.

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3. What should you include in the experience section on your resume?

Select all that apply.

- ✅ **Your job responsibilities and accomplishments**
  Clearly communicate how your past work relates to the role you're applying for.
- ❌ **Your career objective**
  This belongs in a separate "Objective" or "Summary" section.
- ✅ **Your transferable skills**
  These show how your previous experience applies to the new role.
- ✅ **Your three previous positions**
  Include relevant roles in reverse chronological order.
- ❌ **Your past salaries**
  Salary history should not be included on a resume.

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4. What issues should you address when proofreading your resume?

Select all that apply.

- ✅ **Correct any spelling, grammatical, and punctuation errors**
  Typos can undermine your credibility and attention to detail.
- ✅ **Consolidate your resume to no more than 1–2 pages**
  A concise resume is easier to read and preferred by hiring managers.
- ✅ **Revise your wording to be as concise as possible**
  Clear, direct language improves readability and professionalism.
- ❌ **Highlight your hobbies and personal interests**
  Only include if directly relevant to the role.
- ❌ **Include written recommendations from past employers**
  These are typically provided separately, not embedded in the resume.