**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **True or False. A good resume should be at least two pages long.**
2. **The passage below is an example of \_\_\_\_\_\_\_\_\_\_.**

***“Hello, my name is Amy Smith. I’m a ninth-grader at George Washington High School, and I’m working toward becoming a pilot. I am currently studying for my FAA private pilot knowledge exam, and during the summer I washed airplanes to save money for flying lessons. Would you be willing to visit with me about the flight administrative specialist position open at your flight school?”***

1. a text message.
2. a cover letter.
3. an elevator speech.
4. a resume introduction.

1. **Which of the following are suggested when writing a resume? Select all that apply.**
2. Use action verbs
3. Use “I,” “me,” or “my” for personalization
4. Exclude work experience when employment was terminated
5. Include all information, even nonessential information
6. Write a resume so that it is easy to read
7. Use short and concise sentences
8. **Which of the following should you always include in your career portfolio? Select all that apply.**
9. Pay rate at each of your jobs
10. Personal skills assessment
11. A copy of your birth certificate
12. Transcripts
13. Current resume
14. A picture of yourself
15. **Which of the following is the best way to highlight experience at a certain job in a bullet point?**
16. Excellent at fundraising because I organized a fundraiser that collected more than $1,000
17. When I was a Junior, I organized a fundraiser that raised more than $1,000.
18. I organized a school fundraiser that raised more than $1,000.
19. Organized a school fundraiser that raised more than $1,000
20. **True or False. In a resume or cover letter, it is better to spell out an organization’s full name instead of using its acronym.**
21. **Which of the following are recommended during the job application process? Select all that apply.**
22. Use a pencil so that you can erase mistakes
23. Bring a resume
24. Use a relative for one of your references
25. Request an interview for the next day
26. Ask permission from those you want to list as references
27. **Suppose Mark lost his last job because he wasn’t working as many hours per week as he was promised. What should Mark write in a job application as his reason for leaving the job?**
28. I wasn’t offered the number of hours per week that I was promised.
29. I wasn’t told the truth about the number of hours I would work.
30. I did not agree with my manager about how many hours I should work.
31. Leave this section blank.
32. **How can a cover letter supplement a resume?**
33. It gives a candidate an opportunity to stand out and be memorable.
34. It describes some positive qualities of the candidate that aren’t necessarily reflected in the applicant’s resume.
35. It gives the candidate an opportunity to explain why they are qualified for the position when they may not fulfill all of the job requirements.
36. All of the above
37. **Explain and compare two ways that job candidates can organize their resume.**