

Resume and Cover letter Quiz

This quiz was made for the Second Life Resume Cover Letter Writing Board Game area. The purpose of the quiz is to orient, quiz, and assess the student's knowledge of precision measurement tools. This Resume and Cover letter Quiz deliverable was developed for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program Round 2 Grant, Innovations Moving People to Achieve Certified Training (IMPACT): TC-23752-12-60-A-31.



Unless otherwise noted, this work by the Project IMPACT Nebraska Community College Consortium is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit [CreativeCommons.org](http://creativecommons.org) or <http://creativecommons.org/licenses/by/4.0/>.

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Resume Board Game Questions

- 1) What is the purpose of a resume?
 - a) It's the only way to get a job.
 - b) Says I have to write a resume in the "Job Finding Handbook".
 - c) It's a self-advertisement that shows how my skills, experience, and achievements match the requirements of the job I want.
 - d) It takes the place of an application and interview.
- 2) How many formats are there for creating a resume?
 - a) 1
 - b) 3
 - c) 10
 - d) 12
- 3) The general formats for creating a resume are:
 - a) Chronological
 - b) Chronological, Celebration, Free-write
 - c) Chronological, Functional, Combination
 - d) None of the above
- 4) The first thing on a resume should be:
 - a) The job title I am applying for.
 - b) The heading which contains my name, address, phone number, and email address.
 - c) My personal information which includes my name, birthdate, driver's license number, and social security number.
 - d) My educational information which includes my grade school, high school, and college attended.
- 5) The "OBJECTIVE" statement should be:
 - a) A long paragraph telling the potential employer my work history and what I want to do when I grow up.
 - b) A strong, brief phrase that tells the potential employer specifically what my current career goal is.
 - c) A very generic statement that can be used on all the resumes I write.
 - d) None of the above.
- 6) Use bullet points and short sentences on resumes to describe:
 - a) My experiences.
 - b) My educational background.
 - c) My professional objectives.
 - d) All of the above.
- 7) How long should a resume be?
 - a) 1 – 2 pages
 - b) 2- 3 pages
 - c) 3-4 pages
 - d) As long as it needs to in order to list all the important information.
- 8) When is it allowed to use negativity?

- a) In the cover letter.
 - b) In the resume.
 - c) During the interview.
 - d) None of the above.
- 9) When asked to provide 2 – 4 professional references, this means:
- a) My parents, siblings, or other family members.
 - b) Uncle Henry, who is the president of City Bank.
 - c) My current/former manager, co-workers, or college professors.
 - d) All of the above.
- 10) Chronological resumes are used for
- a) Showing a steady growth in a particular career field.
 - b) Provides educational history.
 - c) Provides work experience history.
 - d) All of the above.
- 11) Functional resumes focus on
- a) Skills and experience rather than job history.
 - b) Only prior work history.
 - c) Awards, achievements, and volunteer experience.
 - d) Both A & C.
- 12) Combination resumes are
- a) A blend of both the chronological and functional resumes.
 - b) Used to show off specific skills and how they were acquired.
 - c) Able to highlight work, education, skills, awards/achievements, volunteer history, and special qualifications.
 - d) All of the above.
- 13) For each college, university, or trade school attended, it's good to include
- a) Name and location of institution.
 - b) Degree or certificate received.
 - c) Years you attended, graduated, or intend to graduate.
 - d) All of the above.
- 14) If attended college or trade school, it is suggested to include my grade point average (GPA), if it is _____ or higher.
- a) 3.5
 - b) 3.0
 - c) 2.5
 - d) 2.0
- 15) A cover letter should accompany the resume and include the following:
- a) Discuss the specific job being applied for, including the company's name.
 - b) A short career summary tailored to fit the company.
 - c) List several specific accomplishment that are relevant to the job applying for in bullet form with the most impressive first.
 - d) All of the above.
- 16) It is recommended that the cover letter be _____ paragraphs.

- a) 0, just use a bulleted list
 - b) 1
 - c) 4
 - d) 6 – 7
- 17) Resumes should NOT contain the following:
- a) Pronouns, such as “I” or “me”
 - b) Action verbs
 - c) Slang
 - d) Both A & C
- 18) When writing a resume, it’s important to _____.
- a) Use a good printer
 - b) Proofread it at least twice
 - c) Keep it updated
 - d) All of the above
- 19) Since HR departments do background and reference checks, it is always good to _____ on a resume.
- a) Lie
 - b) Tell the truth
 - c) Be very vague when sharing information
 - d) None of the above
- 20) When listing previous work experience or skills, put _____ ones first.
- a) The most important
 - b) The least important
 - c) The oldest
 - d) None of the above
- 21) When listing “Qualities & Strengths”, it’s important to
- a) Connect both my hard and soft skills with real life and work experiences
 - b) Make my resume more credible by backing up/supporting my qualities
 - c) Keep the list short and generic
 - d) Both A & B
- 22) The text of a resume should always be printed in _____.
- a) Various fancy font
 - b) Solid black ink
 - c) 14+ point font
 - d) All capital letters
- 23) Use job titles that are _____, such as “Executive Manager” rather than “Manager”.
- a) Eye catching
 - b) Interesting
 - c) Descriptive
 - d) All of the above

- 24) Do not use job titles that are _____.
- a) Misleading
 - b) Vague
 - c) Interesting & descriptive
 - d) Both A & B
- 25) A cover letter is intended to _____.
- a) Complement, but not duplicate, the resume
 - b) Add a personal touch to the resume
 - c) Create a critical first impression
 - d) All of the above
- 26) Technological terms and job/profession-specific skills are examples of _____ skills.
- a) Hard
 - b) Soft
 - c) Easy
 - d) Normal
- 27) Interpersonal, social, relational abilities are examples of _____ skills.
- a) Soft
 - b) Hard
 - c) Normal
 - d) Friend-making
- 28) _____ should be used in resumes because they get noticed easily and clearly communicate experiences and achievements.
- a) Only nouns
 - b) Any pronoun
 - c) Action verbs
 - d) Only jargon
- 29) Do not indicate _____ on the resume.
- a) Birthdate
 - b) Marital status
 - c) Religion
 - d) All of the above
- 30) If in the workforce for over 20 years, listing the last _____ years of jobs is enough.
- a) 15
 - b) 20
 - c) 25
 - d) 30+