

CAREER PLANNING AND DEVELOPMENT

UNIT TEST KEY

Mark the following statements True or False. Write T or F on the line given.

- T 1. Nonverbal communication is the process of communication through sending and receiving wordless messages between people.
- F 2. The inside address is the writers address.
- T 3. Signatures should be written in blue ink.
- F 4. No page numbers should be used on a resume.

Choose the BEST answer choice and write the letter on the line given.

- _____ 5. What summarizes your skills and abilities for companies?
- a) Cover letter
 - b) Resume**
 - c) Thank you letter
 - d) Portfolio
- _____ 6. What is the ideal length for a resume?
- a) 3 pages
 - b) 4 pages
 - c) 1 page**
 - d) 2 pages
- _____ 7. How many references should be listed on the resume?
- a) 0**
 - b) 1
 - c) 2
 - d) 3
- _____ 8. What should be seen at an interview?
- a) Tattoos
 - b) Body Jewelry
 - c) Colored Hair
 - d) Portfolio**
- _____ 9. Professional dress includes _____.
- a) Respect, Courtesy, and Appearance**
 - b) Clothing only
 - c) Respect, Courtesy, and Clothing
 - d) Hairstyle, Appearance, and Courtesy
- _____ 10. What do interviewers notice first?
- a) Resume
 - b) Cover Letter
 - c) Appearance**
 - d) Thank you letter

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Fill in the Blanks with the words found in the Word Bank. (5 points each)

- Dear 11. A salutation
Sincerely 12. A closing
Education 13. Section in a resume that should be listed in reverse chronological order
Experience 14. Section in a resume that should be listed in reverse chronological order
Strength/weaknesses 15. One common question asked during an interview includes these topics

Word Bank
Dear
Education
Enclosure
Experience
References
Signature
Sincerely
Skills
Skills/abilities
Strengths/weaknesses

Essay:

16. List the headings found on a resume. (7 points)
1. Contact Information
 2. Objective
 3. Education
 4. Work Experience
 5. Honors and Activities
 6. Skills
 7. References
17. Name three places you can find job information. List three topics about the company you would need to research to be able to succeed in a job interview. Finally, write out two questions and their answers that you would expect to be asked during an interview. (18 points)
- A) Newspapers, company websites, and company employees
B) Company culture, company structure, mission statement
C)
- What is your greatest strength? A: I pride myself on my customer service skills and my ability to resolve what could be difficult situations.
 - How do you handle stress and pressure? A: I actually work better under pressure and I've found that I enjoy working in a challenging environment.