

CAREER PLANNING AND DEVELOPMENT

UNIT TEST

Name: _____

Mark the following statements True or False. Write T or F on the line given. (5 points each)

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

Choose the BEST answer choice and write the letter on the line given. (5 points each)

- _____ 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)

- _____ 11. A salutation
- _____ 12. A closing
- _____ 13. Section in a resume that should be listed in reverse chronological order
- _____ 14. Section in a resume that should be listed in reverse chronological order
- _____ 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)

- 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)