LISTENING COMPREHENSION: RESUME DESIGN TIPS

Watch the videos with Resume Design Tips, then answer the questionnaire.

- **Resume Design Tips to Help You Get a Job Interview.**
  URL:https://www.youtube.com/watch?v=tjWpHDOhjGg

- **5 Things You Need to Do to Pass the 6-Second Recruiter Resume Scan Test | Resume Tips.**
  URL: https://www.youtube.com/watch?v=hE3Qqg8yMKs

Questionnaire

Say if the sentences are True or False.

1. The Page Layout of your CV or Resume can help you get a Job Interview.
   - o True
   - o False

2. CVs and Resumes are always read by people who are experienced recruiters.
   - o True
   - o False

3. Recruiters, on average, need less than 10 seconds to decide if you are a good candidate for a post.
   - o True
   - o False

4. Recruiters do not read all the information on the document. They navigate through the text to locate the relevant information.
   - o True
   - o False

5. Applicant Tracking System (ATS) is the name of a hiring agency that helps Companies select the best qualified candidates for a job.
   - o True
   - o False

6. The Job Advertisement lists the skills and qualifications required for the post.
   - o True
   - o False

7. Your CV or Resume must include keywords relevant to the Job Offer, for example Hard Skills.
   ○ True
   ○ False

8. You should visit the website of the Company offering the job to learn about it.
   ○ True
   ○ False

9. You must write your contact information at the top of your document.
   ○ True
   ○ False

10. You must write your name and surname at the very top of your document, with very visible characters.
    ○ True
    ○ False

11. It is important to include relevant keywords and key phrases in the Professional Summary section.
    ○ True
    ○ False

12. In the Work Experience section, you must list the current Company name and location, your Job title and your employment dates.
    ○ True
    ○ False

13. Recruiters cannot recognize if you used a template to write your CV or Resume.
    ○ True
    ○ False

14. If you use a template to write your CV or Resume, you should make some modifications to show creativity.
    ○ True
    ○ False

15. The recruiter will scan your CV faster if you divide the text into sections and you highlight your section headings using **bold letters**.
    ○ True
    ○ False

16. You must use a different colour and a different Font for each section of the CV or Resume. This will grab the attention of the reader.
    ○ True
    ○ False

17. You must use Fonts that imitate handwriting. This will give the document a personal touch and make it uniquely yours.
    ○ True
    ○ False

18. You must use *Italics* to highlight important information because they are easy to read.
    ○ True
    ○ False

19. You must always include graphics and charts to quantify your achievements.
    ○ True
    ○ False

20. It is important that text blocks are aligned. This will help the recruiter to scan the text faster.
    ○ True
    ○ False

21. Margins should be at least 2 cm (about 3/4 of an inch) to make the document look neat and professional.
    ○ True
    ○ False

22. Some recruiters like to write notes in the margins of CVs or Resumes.
    ○ True
    ○ False

23. Text Font size should be at least 14 points, to make the document easier to read.
   - ○ True
   - ○ False

24. You must include ALL your studies and ALL your previous job experience. It does not matter if they are not useful to do the job you want to get.
   - ○ True
   - ○ False

25. CVs and Resumes should be at least 2 pages long.
   - ○ True
   - ○ False