

Name: _____

Resume Work Sheet

Select the correct answer.

1. Which of the following sections is essential for allowing potential employers to reach you?

- a) Objective/Summary
- b) Contact Information
- c) Education
- d) Work Experience

2. Why is the "Objective/Summary" section important in a resume?

- a) It lists your professional references
- b) It provides a snapshot of your career goals or professional background
- c) It includes your degrees and academic qualifications
- d) It details your job responsibilities and achievements

3. What information is typically found in the "Education" section of a resume?

- a) Your full name, address, phone number, and email address
- b) A summary of your skills and career goals
- c) Your academic background, including degrees earned and relevant coursework
- d) A list of your personal interests and extracurricular activities

4. How does the "Work Experience" section contribute to the effectiveness of a resume?

- a) By detailing your academic qualifications and coursework
- b) By highlighting your key skills and abilities
- c) By outlining your professional history, roles, responsibilities, and accomplishments
- d) By providing a brief summary of your career goals

5. Why is the "Skills" section crucial in a resume?

- a) It lists your job titles and company names
- b) It highlights your key abilities relevant to the job you are applying for
- c) It includes your personal interests and volunteer work
- d) It provides references upon request

6. Which of the following is NOT typically included in the "Contact Information" section?

- a) Full name
- b) Email address
- c) Job title
- d) Phone number

7. In the "Objective/Summary" section, an objective is usually used by:

- a) Experienced professionals to highlight key skills
- b) Recent graduates or those with less experience to outline their career aspirations
- c) Employers to list job responsibilities
- d) Academic institutions to detail coursework

8. The "Education" section is especially important for:

- a) Experienced professionals with extensive work history
- b) Recent graduates or those with limited work experience
- c) Individuals with numerous personal interests
- d) Candidates with extensive volunteer work

9. Which section should be tailored to match the job description and showcase measurable achievements?

- a) Contact Information
- b) Education
- c) Work Experience
- d) Activities/Interests

10. The "Skills" section should include:

- a) Only technical skills relevant to the job
- b) A mix of hard skills (technical abilities) and soft skills (interpersonal abilities)
- c) Personal opinions about past jobs
- d) A list of all the jobs you have ever had