

Solutions to Chapter 16 Checkpoint Questions

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1. What is the chief purpose of a résumé?

Answer: The chief purpose of a résumé is to sell yourself to a potential employer by showing how your experiences and skills match the qualifications of the job you are seeking.

2. What words and phrases should you match in a résumé?

Answer: You need to use words and phrases that match the words and phrases in the job description.

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1. Which section of the résumé is the main focus for an employer?

Answer: The work experience section is the main focus of the employer's attention

2. Why would you list any activities outside of school or work?

Answer: You should include any experience you have acquired that can be presented in terms of skills that are relevant to the job you are seeking.

3. When are references typically provided to an employer?

Answer: It has become customary for references to be provided only on request.

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1. What are the two basic formats for a résumé?

Answer: The two basic résumé formats are chronological and functional.

2. Why should you use only common fonts in a résumé that is to be submitted electronically?

Answer: When submitting a résumé through a company's Web site or an online job-search site, the reader's computer may not have any unusual fonts you have used.

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1. What is the traditional way in which a résumé is published?

Answer: The traditional way to publish a résumé is by printing.

2. List two ways a résumé may be published electronically.

Answer: E-mail or online.

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1. What is the purpose of a cover message?

Answer: A cover message introduces yourself and summarizes your reasons for applying for a job.

2. What are the three basic parts of a cover message?

Answer: Introduction, body, and conclusion.

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1. What is the first step in preparing for a job interview?

Answer: The first step in preparing for a job interview is to learn as much as you can about the job and the company.

2. Why should you practice answering questions that are likely to be asked in a job interview?

Answer: The more prepared you are with the answers, the more relaxed, organized, competent, and professional you will appear to the interviewer.

3. Why is it better to dress more conservatively for a job interview rather than more trendy?

Answer: Dressing more conservatively than needed is not likely to be viewed as a disadvantage. However, dressing too casual or trendy or wearing inappropriate clothing is likely to cost you the job.

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1. When should you evaluate your performance in a job interview?

Answer: Evaluate your performance as soon as you can after the interview.

2. Why is it important to evaluate your performance in a job interview?

Answer: Every job interview is an opportunity to practice.

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1. When should you write a thank-you message for a job interview?

Answer: Immediately after the interview, write a short thank-you message to the person who interviewed you.

2. Why is it important to develop a well-crafted acceptance message?

Answer: This is your first official act as a new employee.

3. When writing a message declining a job offer, why is it important to be positive in the message?

Answer: You may end up looking for work with the employer again in the future.

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1. What are two ways in which a job application form may be completed?

Answer: Some employers use printed forms and others accept applications only online.

2. What is employment verification?

Answer: Employment verification is a process through which the information you provided about your employment history is checked to verify it is correct.

3. What are three things that may be part of a background check by an employer?

Answer: Such records as credit reports, driving records (if relevant to the job), and criminal records are usually part of the background check.

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1. What do career aptitude tests measure?

Answer: Career aptitude tests analyze personal interests, strengths, and weaknesses.

2. What is networking, as related to a career search?

Answer: Talking with people you know who can help you evaluate career opportunities as well as lead to potential jobs.