

Fundamentals of Business Communication © 2012
Chapter 16: Writing and Interviewing for Employment—Interactive Quiz Questions

- _____ 1. A résumé should be considered a(n) _____ that tells the employer about a prospective employee.
- A. doorway
 - B. eyepiece
 - C. pathway
 - D. snapshot
- _____ 2. Which of the following is *not* a section in a standard résumé?
- A. Career Objective.
 - B. Education.
 - C. Work Experience.
 - D. Honors/Awards/Publications.
- _____ 3. All of the following are considered optional sections of a résumé *except* _____.
- A. Honors/Awards/Publications
 - B. Memberships and Professional Affiliations
 - C. Career Objective
 - D. Summary
- _____ 4. What should you include in your résumé to show employers that you are a well-rounded individual?
- A. Community involvement.
 - B. Extracurricular activities.
 - C. Employment held while in school.
 - D. None of the above.
- _____ 5. Two aspects that need to be considered when formatting a résumé are how the information pertaining to work history is organized and _____.
- A. how information pertaining to your career goals is organized
 - B. how keywords are placed throughout your résumé
 - C. the length of your résumé
 - D. how information is visually presented in terms of layout and formatting
- _____ 6. All of the following are résumé formats *except* _____.
- A. chronological
 - B. functional
 - C. professional
 - D. None of the above.

- _____ 7. A scannable résumé should be formatted using all of the following guidelines *except* _____.
A. avoid italics, underlining, and graphics
B. double-space between items in each section
C. use a one-column format
D. use horizontal lines to set off sections
- _____ 8. In a cover message, the focus should be on the aspects of your background, work experience, and _____.
A. honors
B. memberships
C. references
D. skills
- _____ 9. All of the following are important to the interviewer's decision-making process *except* _____.
A. how well you express yourself
B. the image you present
C. how many questions you ask
D. your body language
- _____ 10. Topics of hypothetical questions frequently relate to _____.
A. your work experience
B. your career goals
C. setting priorities
D. your personal information