

Preparing for Life and Career © 2013
Chapter 10: Getting the Job You Want—Interactive Quiz Questions

- _____ 1. Making contacts with people who may be able to help you find a job is _____.
- A. telecommuting
 - B. networking
 - C. conferencing
 - D. job searching
- _____ 2. Recognized associations that unite and inform people who work in the same occupation or industry are called _____.
- A. professional organizations
 - B. consumer advocates
 - C. portfolios
 - D. support groups
- _____ 3. You should submit all of the following documents when applying for a job *except* a _____.
- A. résumé
 - B. letter of application
 - C. list of references
 - D. follow-up letter
- _____ 4. A short history of your education, qualifications, and work experience is your _____.
- A. résumé
 - B. letter of application
 - C. professional organization
 - D. network
- _____ 5. A written document you can show to any prospective employer testifying to your abilities is a _____.
- A. letter of recommendation
 - B. letter of application
 - C. follow-up letter
 - D. portfolio
- _____ 6. An organized collection of a person's work showcasing his or her talent and skills is a _____.
- A. résumé
 - B. letter of application
 - C. letter of recommendation
 - D. portfolio

- _____ 7. Which of the following is *not* a good way to make a first impression on a job interview?
- A. Arrive early.
 - B. Greet the interviewer with a handshake.
 - C. Dress casually.
 - D. Look the interviewer in the eye.
- _____ 8. A person being interviewed should _____.
- A. show off tattoos and body piercings
 - B. wear lots of jewelry
 - C. be well groomed
 - D. wear jeans or shorts
- _____ 9. A professional letter that you send to interviewers thanking them for the interview opportunity and expressing continued interest in the job is called a _____.
- A. letter of application
 - B. letter of recommendation
 - C. follow-up letter
 - D. cover letter
- _____ 10. Which of the following is a disadvantage of having a part-time job?
- A. Learn useful job skills.
 - B. Less time to spend on schoolwork.
 - C. Gain experience managing income and expenses.
 - D. Learn how to get along with others.