

Job Hunting Quiz

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1. ____ On a reverse chronological resume, how many years back in your career should you address?
 - a) As many years as you have been working
 - b) 5-10 years
 - c) 10-15 years
 - d) Only mention your last 3 jobs

2. ____ If you are not getting results from your resume, what should you double check that you're focusing on?
 - a) Number of awards
 - b) Accomplishments
 - c) Details about previous jobs
 - d) Length of time at each job

3. ____ One common interview question is, "Tell us about yourself." How should you best answer this question?
 - a) Discuss your family, friends and hobbies to show the interviewer that you are a well-rounded individual.
 - b) Stress your many years of experience.
 - c) Respond and then ask the interviewer to tell you a few things about themselves.
 - d) Describe experience and goals that relate to the specific job for which you're applying.

4. ____ How should you respond when the interviewer asks about your salary requirements?
 - a) Try to postpone this question until the job offer has been made. If you do not know the range and the interviewer persists, reply, "What salary range are you working with?"
 - b) Get this question out of the way first. Ask for the highest amount you can justify.
 - c) Try to postpone this question until a job offer has been made. Ask for \$10,000 less than what you made at your last job.
 - d) Get this question out of the way first. Let them know that you are flexible with your salary requirement.

5. ____ Should you include a cover letter (letter of introduction) when you submit your resume?
 - a) Yes, a generic cover letter will work with each job application.
 - b) No, most employers won't read the cover letter.
 - c) Yes, most employers read the cover letter first.
 - d) It does not matter if you include one or not.

6. ____ What should you avoid discussing at your interview?
 - a) Awards and special recognition that you've received
 - b) Questions about the company
 - c) Comments about former employers or co-workers
 - d) Salary requirements

7. ____ Which of the following words should you avoid using on your resume?
 - a) Innovative
 - b) Team Player
 - c) Entrepreneurial
 - d) All of the above

8. ____ What should you wear to your interview?
- a) Something casual, you don't want to look like your trying too hard.
 - b) Invest in a smart, up-to-date set of professionally appropriate business clothes.
 - c) Something sexy and revealing
 - d) That luck circa-1983 power suit
9. ____ Which social networking site should you join if you're job hunting?
- a) Twitter
 - b) Facebook
 - c) LinkedIn
 - d) MySpace
10. ____ How long should your resume be?
- a) 2 pages
 - b) 1 page
 - c) 3 pages
 - d) As many pages as you need

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