

UNIT 4: RESUME IN THE ERA OF JOB HUNTING

TEST

1. The three basic categories of needed documentation of a RESUME are:

- a) **Contact – experience - proficiency**
- b) Collect – express - promote
- c) Collation – experience – preparation

2. Check the false: Mahara is:

- a) Fully featured electronic portfolio
- b) Weblog
- c) Resume builder
- d) Social Networking system
- e) Connecting users
- f) Creating online communities
- g) **Is not provided for free**

3. Check the correct answer: Uploading your Resume in Social Media Keep in mind that: “your resume must be focused on what your target employers want to know and be ruthless about eliminating information that doesn’t serve that purpose”

- a) **Yes**
- b) No

4. Check the false: Recruiting services

- a) Search for qualified candidates for permanent, full- time positions.
- b) They recruit, screen, and then refer candidates to an employer for consideration
- c) **Do not get access to unadvertised openings**

5. **Check the false: Your resume now should also have:**

a) Just traditional background information

- b) Links to social media profiles, web pages and blogs
- c) Recommendations and reviews of your work not only in paper but also on your profiles

6. **Review the sentence: *You don't have to help employers understand exactly how your skills and experience matches what they need***

a) True

b) False

7. **Choose the correct answer: A new study from hiring platform SmartRecruiters found that the most job posting, application and hiring activity happens between which days?**

a) Monday and Wednesday

- b) Tuesday and Friday
- c) The Weekend
- d) Thursday and Friday

8. **Check the false: You should always Remember:**

a) That it has always been a more competitive online job market than now

- b) That resumes are no longer about one static page of words
- c) And that you should focus on the many different social media skill sets you have, not just on traditional experience as you need to incorporate every one of the social media in your resume.

9. **Review the sentence: *Applying for jobs is a bit of a numbers game. The more jobs that you apply for, the more likely you are to get an interview, and the more interviews you attend, the more likely you are to get a job***

a) True

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b) False

10. Which of the following is not one of the 4 DO's at all times when working with employment services

- a) Be professional
- b) Exaggerate**
- c) Be available
- d) Expand your job search
- e) Check your benefits

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