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## **Resume Quiz: True or False** **By Robin Rodin, Rodin Associates**

Review statements below and circle either **T** or **F**. Place your totals at the bottom of this sheet.

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|--|----------|----------|
| 1. A resume is essential in helping you land a great job                             | <b>T</b> | <b>F</b> |
| 2. Employers prefer to read chronological resumes                                    | <b>T</b> | <b>F</b> |
| 3. Use of personal pronouns (ie. I, you, we, he/she, they) is highly recommended     | <b>T</b> | <b>F</b> |
| 4. Use of color and fancy font will ensure that your resume will be noticed and read | <b>T</b> | <b>F</b> |
| 5. An ideal resume is about 2 pages  | <b>T</b> | <b>F</b> |
| 6. Abbreviations must be spelled out   | <b>T</b> | <b>F</b> |
| 7. Resumes should be written in past tense   | <b>T</b> | <b>F</b> |
| 8. Include every detail of your employment history, (e.g. months)                    | <b>T</b> | <b>F</b> |
| 9. A resume should read like a job description                                       | <b>T</b> | <b>F</b> |
| 10. Use strong action verbs to describe your accomplishments                         | <b>T</b> | <b>F</b> |

Answers:

1=T, 2=F, 3=F, 4=F, 5=F, 6=T, 7=T, 8=T, 9=F, 10=T

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