

Activity Sheet: Resume Basics

ACTIVITY #1

1. What are the two main advantages of a functional resume?
 - a.
 - b.
2. A chronological resume is the best choice for those who want to show a career progression. T / F

ACTIVITY #2

1. How long does the average person look at a resume when he or she receives it? _____
2. How long should a resume be?
 - a. 1 Page
 - b. 3 Pages
 - c. 1 to 2 Pages
3. Circle the incorrect font size to use for a resume.
 - a. 10
 - b. 11
 - c. 12
 - d. 9

ACTIVITY #3

1. Which piece/s of information does not need to be included in a resume heading?
 - a. Name
 - b. Address
 - c. Email
 - d. Phone number
2. Your name in the resume heading should be in a different font than the rest of your resume. T / F

ACTIVITY #4

1. Objective statements say what?
 - a. This is what I want
 - b. This is what I can offer you
2. Profile statements say what?
 - a. This is what I want
 - b. This is what I can offer you

ACTIVITY #5

Answer the questions below.

1. The skills you highlight on your resume should match the ones being sought in your industry. T / F
2. Skills can be placed in which of the following three sections of a resume?
 - a. Work experience
 - b. Education
 - c. Profile
 - d. Skills
3. Which of the following skills are good to highlight in your resume?
 - a. Teamwork
 - b. Leadership
 - c. Communication
 - d. Flexibility

ACTIVITY #6

Answer the questions below.

1. You should only include the year that you graduated an academic institution. T / F
2. Which of the following pieces of information should you not include for each academic institution?
 - a. Name of the institution
 - b. Location (City, State)
 - c. Degree/certification earned
 - d. GPA

ACTIVITY #7

Answer the questions below.

1. In the work experience section of a chronological resume, which of the following should you list?
 - a. The last 1 to 3 jobs you've held
 - b. Every job you have ever had
 - c. One job that best showcases your work experience
 - d. All jobs relevant to the position for which you are applying
 2. Circle the pieces of information that should be included with each job position listed.
 - a. Name and location of company or business (City & State)
 - b. Employment dates
 - c. Job title when you left
 - d. Roles and Responsibilities
 - e. Key Accomplishments
 3. What can you review to help you make a list of your key accomplishments?
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