

Activity Sheet Answer Key: Resume Basics



ACTIVITY #1

1. What are the two main advantages of a functional resume?
 - a. Minimize gaps in employment history
 - b. Highlight transferrable skills
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? 5 -10 seconds
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? Past performance reviews, job descriptions, company websites