Topic no.4 Resume Writing & Job Application Letters

MCQ & True or false

1. Resume is:

A. career objective
B. education
C. job search

Ans. A. career objective

2. One of optional component of resume is:
A. Education
B. References
C. Skills

Ans. B. References

3. Resume standard size is considered as;
A. one page
B. two pages
C. three pages

Ans. A. one page

4. _____ in application letters is written to mention the number or nature of the documents enclosed with the application letter.
A. Reference
B. Post Script
C. Enclosures

Ans. C. Enclosures

5. _____ includes applications made in specified formats as required by the company.
A. Bio-data
B. Resume
C. Curriculum Vitae

Ans. A. Bio-data

6. The most commonly used complimentary close in job application letters is _____.

A. "yours lovingly"
B. "yours faithfully"
C. "yours truly"

Ans. B. "yours faithfully"

7. Curriculum Vitae is a _____ word meaning 'course of life'.
A. German
B. French
C. Latin

Ans. C. Latin

8. Resume is a French word meaning _____.
A. data
B. summary
C. information

Ans. B. summary

9. Job application letter should express sense of _____ and inherent capabilities.
A. faithfulness
B. carelessness
C. irregularity

Ans. A. faithfulness

10. Job Application letters are _____ letters incorporating a new features of a business letter.
A. impersonal
B. personal
C. public
Ans. B. personal

11. _____be always a last section in a resume.
A. References
B. Personal Information
C. Experience

Ans. A. References

12. A _____should always be kept to two pages of A4.
    A. Curriculum Vitae (C.V.)
    B. Resume
    C. Bio-data

Ans. A. Curriculum Vitae (C.V.)

13. _____are designed in the manner as sales letter.
    A. Sales letters
    B. Job Application letters
    C. Enquiry letters.

Ans. B. Job Application letters

14. A job application letter also called a _____is written to apply for a specific position.
    A. Sales letter
    B. Cover letter
    C. Enquiry letters

Ans. B. Cover letter

15. The word _____refers to the biographical details of somebody.
    A. bio-data
    B. Resume
    C. C.V.

    Ans. A. bio-data

16. The best way to apply for a job is to submit a résumé that is:_____
    A. full of personal information
    B. specifically written for that particular job
    C. self-recommending

17. The application letter is:_____.
    A. a summary of your qualifications and experiences
    B. a statement of your job objective
    C. a description of your core strengths and suitability for the job

Ans. C. a description of your core strengths and suitability for the job

18. The application letter and the résumé perform:_____
    A. overlapping tasks

B. two different tasks
C. the same task

Ans. B. two different tasks

19. C.V. stands for _____.
A. Curriculum Vitae
B. Currant Vitae
C. Course Vitae

Ans. A. Curriculum Vitae

20. when the application is made for any ordinary or common post then the salutation, '_____' shall be used.

A. Dear Sir
B. Respected Sir
C. Hi Sir

Ans. B. Respected Sir

True or false

1. It is usually a good idea to enclose a copy of your resume with your application letter
   A. True
   B. False

   Ans. A. True

2. The purpose of the resume is to get a job.
   A. True
   B. False

   Ans. B. False

3. In writing a resume, brevity is essential; one page is best.
   A. True
   B. False

   Ans. A. True

4. The chronological resume is most useful for people who have a continuous work history.
   A. True
   B. False

   Ans. A. True

5. In writing a resume and cover letter, appearance is as important as content.

A. True
B. False

Ans. A. True

6. The neatness and thoroughness of your completed application form may determine whether or not you get the job.

A. True
B. False

Ans. A. True

7. A resume is essential in helping you land a great job

A. True
B. False

Ans. A. True

8. Employers prefer to read chronological resumes

A. True
B. False

Ans. B. False

9. An ideal resume is about 2 pages

A. True
B. False

Ans. B. False

10. Your resume should include an objective statement.

A. True
B. False

Ans. B. False

11. C.V. should be computer printed and never handwritten.

A. True
B. False

Ans. A. True

12. The word bio-data refers to the biographical details of somebody

A. True
B. False

Ans. A. True

13. The curriculum vitae includes a summary of the applicant's educational and academic backgrounds

A. True
B. False

Ans. A. True

14. It's not necessary to list referees on the CV

A. True
B. False

Ans. A. True

15. A CV should always be kept to two pages of A4.

A. True
B. False
Ans. A. True

16.Job Application letters are designed in the manner as enquiry letter. A.

A. True
B. False
Ans. B. False

17.A job application letter (also called a “cover letter”) is written to apply for a specific position.
A. True
B. False
Ans. A. True

18.References should be always a last section in a resume.
A. True
B. False
Ans. A. True

19.Bio-data is the most important document in the job seeking process.
A. True
B. False
Ans. A. True

20.Curriculum Vitae is a German word meaning ‘course of life’.
A. True
B. False
Ans. B. False