1. What is a résumé?
2. A tool for marketing yourself.
3. A general summary of your accomplishments.
4. A detailed summary of your accomplishments.

**Explanation:** Your résumé is a tool you use to "sell yourself" to a prospective employer. It's like the proverbial "elevator speach". You've got a short period of time to make your case that you can be of value to the prospective company. You can't waste the interviewee's time with irrelevant information.

1. What is the purpose of a résumé?
2. To get a job.
3. To highlight your accomplishments.
4. To get an interview.

**Explanation:** You can't get a job if you don't get the interview. The interview is the place to add dimention to your resume.

1. How many résumés should you have?
2. One
3. One tailored to each job you apply for
4. Between 5 and 10 which cover the majority of companies

**Explanation:** It's a good idea to have a different résumé which is customized for each prospective employer. This doesn't mean completely different resume's, but does mean changing a few lines here and there which shows that you've done your research on and have an interest in the position at hand.

1. Your résumé should contain a lot of buzzwords.
2. True
3. False

**Explanation:** Watch out for generalized buzzwords that are overused and say little such as: "action oriented", "team player", "highly motivated", etc. These are puffery and are usually ingored. Rather, use specific examples that speak to your abilities.

1. It is generally best to start your résumé sentences with:
2. Pronouns
3. Nouns
4. Verbs

**Explanation:** Avoid phrases like "I handled invoices". It's better to say "Developed an automated system to speed up invoice processing which saved 20 minutes of handling time per invoice".

1. A résumé should have no more than \_\_\_ number of pages.
2. One
3. Two
4. As many pages as it takes to list all accomplishments and positions.

**Explanation:** Two pages, as long as the information is relevant. People just starting out should limit to one page. Three pages can be acceptable if the information is really pertinant, but try to keep it to two.

1. You should include all positions you’ve ever had on your résumé.
2. True
3. False

**Explanation:** Some positions may be totally irrelevant. Don't waste their time with trivial jobs which are of little interest to them, for example: (I bartended while I went to collage). This takes some judgement.

1. You should put your education:
2. At the top of the résumé
3. At the bottom of the résumé
4. Either the top or bottom of the résumé, depending on the circumstances.

**Explanation:** If it's your first job, put it on top. If education is critical, put it at the top. If you have a tremendous amount of experience, and especially if your education is lacking, put it at the end.