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.
5. What is the purpose of a résumé?
6. To get a job.
7. To highlight your accomplishments.
8. To get an interview.
9. How many résumés should you have?
10. One
11. One tailored to each job you apply for
12. Between 5 and 10 which cover the majority of companies
13. Your résumé should contain a lot of buzzwords.
14. True
15. False
16. It is generally best to start your résumé sentences with:
17. Pronouns
18. Nouns
19. Verbs
20. A résumé should have \_\_\_ number of pages.
21. One
22. Two
23. As many pages as it takes to list all accomplishments and positions.
24. You should include all positions you’ve ever had on your résumé.
25. True
26. False
27. You should put your education:
28. At the top of the résumé
29. At the bottom of the résumé
30. Either the top or bottom of the résumé, depending on the circumstances.