

Activity Sheet Answer Key: Resume Basics

**ACTIVITY #1**

1. What are the two main advantages of a functional resume?
   1. Minimize gaps in employment history
   2. 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?
3. 1 Page
4. 3 Pages
5. **1 to 2 Pages**
6. Circle the incorrect font size to use for a resume.
7. 10
8. 11
9. 12
10. **9**

**ACTIVITY #3**

1. Which piece/s of information does not need to be included in a resume heading?
2. Name
3. **Address**
4. Email
5. Phone number
6. 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?
2. **This is what I want**
3. This is what I can offer you
4. Profile statements say what?
5. This is what I want
6. **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?
   1. **Work experience**
   2. Education
   3. **Profile**
   4. **Skills**
3. Which of the following skills are good to highlight in your resume?
   1. **Teamwork**
   2. **Leadership**
   3. **Communication**
   4. **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?
   1. Name of the institution
   2. Location (City, State)
   3. Degree/certification earned
   4. **GPA**

**ACTIVITY #7**

*Answer the questions below.*

1. In the work experience section of a chronological resume, which of the following should you list?
2. **The last 1 to 3 jobs you’ve held**
3. Every job you have ever had
4. One job that best showcases your work experience
5. All jobs relevant to the position for which you are applying
6. Circle the pieces of information that should be included with each job position listed.
7. **Name and location of company or business (City & State)**
8. **Employment dates**
9. **Job title when you left**
10. **Roles and Responsibilities**
11. **Key Accomplishments**
12. What can you review to help you make a list of your key accomplishments? Past performance reviews, job descriptions, company websites