CHAPTER 17 CONCEPT REVIEW WORKSHEET

Your Name _

STARTING THE EMPLOYMENT PROCESS

1. In preparing your self-appraisal inventory, what are six different types of information you should include?

- 2. Identify four ways to access information about potential jobs.
- 3. What are the four parts that all résumés usually contain?
- 4. List and identify the distinctions between the three styles used for résumés.

- 5. Which style of résumé is effective if you have extensive experience and are seeking a position outside your industry or have gaps in your employment history?
- 6. Which style of résumé is effective for entry-level job seekers or for professionals who want to highlight their industry specific job progression?
- 7. Which style of résumé may be perceived as too general?
- 8. Which style of résumé is effective when both skills and work experience need to be emphasized?

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- 9. To describe your skills and experiences in your résumé, begin statements with _____
- 10. To describe your experiences in your résumé, use ______ but not
- 11. Usually when you are beginning your career, how many pages should your résumé have?
- 12. Word-focused documents with very simple layouts designed to be copied and put into an automated tracking system are called ______.
- 13. What are most electronic résumé searches based on?

These words or short phrases, which define the requirements of a particular job, are written in what form?

- 14. Résumés that are sent in a specific text format via e-mail or the Internet are called
- 15. The plain, unformatted text used when sending résumés via e-mail is called ________ and is used to ensure ________.
- **16.** What four abilities can an interviewer assess by looking at the manner in which you complete an employment application?
- 17. What are the four basic categories of information that appear on employment applications?
- 18. What document should you take with you when you expect to fill out an employment application?
- **19.** If a question on the employment application does not apply to you, rather than leave it blank, you should put ______.
- **20.** What is the term for a collection of work that serves as evidence of skills you possess that are relevant to the world of work? ______

Identify six areas of content that you may include in your collection.