

# Unit 03: Bolstering Your Resume and Cover Letter

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Published 2014

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# Table of Contents

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## 1. Unit 03: Bolstering Your Resume and Cover Letter

## 4. Chapter: Unit 03: Bolstering Your Resume and Cover Letter

### 1. Unit 03: Bolstering Your Resume and Cover Letter Questions

#### 4.1.1. What characteristics should an effective resume possess?

Author: Abby Sharp

What characteristics should an effective resume possess?

Please choose only one answer:

- A resume should be targeted to your goal--to the ideal next step in your career.
- There should be uniformity and consistency in the use of italics, capital letters, bullets, boldface, and underlining.
- Strengths and weaknesses should be highlighted.
- Both answers A and B

Check the answer of this question online at QuizOver.com:

Question: [What characteristics should an effective resume Abby @Saylor Foundat](#)

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#### 4.1.2. You are applying for a job in the same type of career in which you ...

Author: Abby Sharp

You are applying for a job in the same type of career in which you are currently employed and want to limit your resume to one page. Which of the following can help to keep your resume concise?

Please choose only one answer:

- If you have looked at your resume carefully and eliminated everything that is non-essential, don't hesitate to use a second page.
- One page is best if you can tell your story on one page. The larger your accomplishments, the easier it should be to communicate them in few words.
- You might omit a career objective if all of your experience has been in one area.
- All of these answers

Check the answer of this question online at QuizOver.com:

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### 4.1.3. You are applying for different types of positions in diverse indust...

Author: Abby Sharp

You are applying for different types of positions in diverse industries. How should you format your resume to represent your qualifications effectively for these positions?

Please choose only one answer:

- Have several versions of your resume, each with a different objective.
- Include a general cover letter that can be used for any job for which you are applying.
- Include only the work experience that is related to the job for which you are applying.
- Include a standard cover letter that tells the employer that you have many strengths and that you are a fast learner.

Check the answer of this question online at QuizOver.com:

Question: [You are applying for different types of Abby Sharp @Saylor Foundat](#)

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#### 4.1.4. You are currently sending out resumes to several companies for slig...

Author: Abby Sharp

You are currently sending out resumes to several companies for slightly different roles in various career areas and you want to title your resume. What do the experts recommend to title your resumes?

Please choose only one answer:

- Use a specific title, such as "Mary's Administrative Assistant resume," or "Entry-level resume."
- Title your resumes generally; Use, for example, "2013 Resume" and double check which one it is before sending it.
- An option is to differentiate your resume titles based on the format of your resume, such as "Word resume," or "PDF resume."
- Both answers B and C

Check the answer of this question online at QuizOver.com:

Question: [You are currently sending out resumes to Abby Sharp @Saylor Foundat](#)

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#### 4.1.5. You are planning to write your resume and take pride in your abilit...

Author: Abby Sharp

You are planning to write your resume and take pride in your ability to describe your strengths. What do experts recommend when writing your resume?

Please choose only one answer:

- Write a statement of your potential, talents, and current responsibilities.
- Write a clear, strong statement of your accomplishments.
- If your skill has been used in the past and will continue to be used, use future tense on your resume.
- Both answers A and C

Check the answer of this question online at QuizOver.com:

Question: [You are planning to write your resume and take Abby Sharp @Saylor](#)

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#### 4.1.6. What is a recommended best practice to present your accomplishments...

Author: Abby Sharp

What is a recommended best practice to present your accomplishments on your resume?

Please choose only one answer:

- "If you are not exceptional at doing this job, or are at least potentially exceptional but inexperienced," indicate this on your resume.
- There is nothing wrong with indicating you are a top performer, but make sure you can back up what you say.
- Use qualitative terms to describe your accomplishments rather than quantitative terms.
- List all of your accomplishments whether or not they are related to the job for which you are applying.

Check the answer of this question online at QuizOver.com:

Question: [What is a recommended best practice to present Abby Sharp @Saylor](#)

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