Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Unit assessment. (Cover Letters, resumes, and the Interview Process)*

**Multiple Choice** (5 points each)
**Directions**: Please choose the best answer to the following test questions. Circle the letter and write the letter in the blank that is provided.

1. \_\_\_\_\_\_\_\_ Which of the following is NOT an example of the fundamentals of a successful interview?
	1. Enthusiasm
	2. Confidence
	3. Technical Interest
	4. Exclusivity
2. \_\_\_\_\_\_\_ When preparing for an interview, it is important to
	1. Link your abilities with the companies needs in the mind of the employer
	2. Present your background in a vague and inaccurate manner
	3. Make yourself seem as pompous as possible in order to prove confidence
	4. Make your weaknesses well-known in order to prove you are not overly confident
3. \_\_\_\_\_\_\_ Jordan was being interviewed at an accounting firm and was asked how he would describe himself. Which of the following responses would best create the best impression of Jordan for the interviewee?
	1. I am fun and social and I have a lot of friends, which makes me a people-person.
	2. I am smart and have a great work-ethic, but I tend to disagree easily with others.
	3. I am detail-oriented, organized, and friendly. Therefore, I would make an excellent candidate for this job.
	4. Although I lack mathematic skills, I am a great team-player and am always willing to learn.
4. \_\_\_\_\_\_\_ Which of the following is a list of people who an employer can contact in order to determine if you are a good candidate for a job?
	1. Community page
	2. Reference page
	3. Leader sheet
	4. Mentor list
5. \_\_\_\_\_\_\_ What is the key purpose of a cover letter?
	1. To accompany your resume with a personal touch and provide the employer with additional information that may not be required for a resume.
	2. To regurgitate the same information in your resume in a paragraph format.
	3. To make the interviewer view a long and extensive list of your skills and abilities as well as your weaknesses.
	4. To create a formal essay in which you give examples of your past experiences that make you an adequate job candidate.
6. \_\_\_\_\_\_\_ What skill is NOT used in both the classroom and in the workforce?
	1. Organization
	2. Budgeting
	3. Punctuality
	4. Team-work
7. \_\_\_\_\_\_\_ Melissa is an employee at a local bank. One of her fellow employees has been making crude and inappropriate comments and she is beginning to feel uncomfortable in her work environment. What should Melissa do in order to resolve the problem?
	1. As long as the employee is not physically touching her, then she should not do anything.
	2. Joke with her employee and hope that he gets the hint that she feels uncomfortable in his presence.
	3. Contact her boss immediately and explain the situations that she has encountered with her employee.
	4. File for a restraining order and exaggerate the conditions so that he knows she is serious.
8. \_\_\_\_\_\_\_ How many pages should a professional resume entail?
	1. Less than 1
	2. 1 to 2 pages
	3. 2 to 3 pages
	4. More than 3 pages

**Fill in the Blank** (4 points each)
**Directions**: Please write the correct answer in the blank for each of the following sentences below.

1. A brief written account of personal, educational, and professional qualifications and experience that is prepared by a job applicant is an example of a(an) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. A(an) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a piece of writing that introduces you and your resume to potential employers by highlighting your strengths and skills.
3. When a person is asked a series of questions to see if he or she is a sufficient candidate for a job, this is called a(an) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Having a positive and empathetic relationship with an interviewer can also be called having a good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with them.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an important skill to develop in order to appear qualified, proficient, and skilled to potential employers.

**True or False** (2 points each)
**Directions**: Please write the letter “T” in the blank provided if you believe the statement to be true and the letter “F” if you believe the statement to be false.

1. \_\_\_\_\_\_\_\_\_ Many of the skills required in the workforce are similar to those in the classroom.
2. \_\_\_\_\_\_\_\_\_ Cover letters and resumes are the first impressions an employer has of you.
3. \_\_\_\_\_\_\_\_\_ In an interview, you should act as though you are desperate for a job and would take any job offered.
4. \_\_\_\_\_\_\_\_\_ It is professional and generally accepted to send a resume without a cover letter attached.
5. \_\_\_\_\_\_\_\_\_ If being harassed by another employee, you should immediately address the situation and resolve it as quickly as possible.
6. \_\_\_\_\_\_\_\_\_ Using humor is always a probable way to resolve a conflict in the workplace because it lightens the mood.
7. \_\_\_\_\_\_\_\_\_ It is important to research the company you are being interviewed for in order to be prepared for potential interview questions.

**True or False Questions Continued**

1. \_\_\_\_\_\_\_\_\_ When preparing for an interview, create intelligent questions to ask the interviewer. This shows that you are have done your research and are serious about the job.
2. \_\_\_\_\_\_\_\_\_ Dressing professionally to an interview is only necessary if the job description calls for it.
3. \_\_\_\_\_\_\_\_\_ Submitting a resume that is longer than three pages shows that you are well prepared for the job and probably has more experience than the other candidates.

**Essay Response** (10 points each)
**Directions**: Please write a detailed response to each of the following essay prompts provided below. You are given one full page to write your response.

1. Imagine that you have just been called for an interview with the job of your dreams. Now, you need to create a professional cover letter and resume. In the space below, create a cover letter that you feel is professional and detailed. Be sure to use proper grammar and spelling in your cover letter as well as complete sentences.
	1. Job you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer Key:

1. D
2. A
3. C
4. B
5. A
6. B
7. C
8. B
9. Resume
10. Cover Letter
11. Interview
12. Rapport
13. Professionalism
14. True
15. True
16. False
17. False
18. True
19. False
20. True
21. True
22. False
23. False
24. Essay 1:
	1. 2 points for correct grammar and spelling
	2. 7 points if the cover letter is detailed with the candidates skills, experiences, and reasoning for why they would be the best candidate for that particular job.