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Resume Quiz: True or False **By Robin Rodin, Rodin Associates**

Review statements below and circle either **T** or **F**. Place your totals at the bottom of this sheet.

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| 1. A resume is essential in helping you land a great job | T | F |
| 2. Employers prefer to read chronological resumes | T | F |
| 3. Use of personal pronouns (ie. I, you, we, he/she, they) is highly recommended | T | F |
| 4. Use of color and fancy font will ensure that your resume will be noticed and read | T | F |
| 5. An ideal resume is about 2 pages | T | F |
| 6. Abbreviations must be spelled out | T | F |
| 7. Resumes should be written in past tense | T | F |
| 8. Include every detail of your employment history, (e.g. months) | T | F |
| 9. A resume should read like a job description | T | F |
| 10. Use strong action verbs to describe your accomplishments | T | F |

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