



Name of the Bundle	Proficient Bundle V2	Subject	Corporate Skills
Topic	Resume Writing	Last updated on	27 February 2024

Multiple Choice Questions on Resume Writing.

Choose the correct option for each question.

1. What is the primary purpose of a resume?

- a. To showcase personal hobbies
- b. To provide a summary of job experience and skills
- c. To list unrelated achievements
- d. To share personal interests

Ans: b. To provide a summary of job experience and skills

2. When is a resume typically encountered by an employer?

- a. During the job interview
- b. After the hiring decision is made
- c. As the first item, during the initial screening process
- d. Only after the job offer is extended

Ans: c. As the first item, during the initial screening process

3. What information does a resume typically include?

- a. Personal opinions and preferences
- b. Relevant job experience, education, skills, goals, achievements, and interests
- c. Entire life history, regardless of relevance
- d. Detailed family background

Ans: b. Relevant job experience, education, skills, goals, achievements, and interests

IT Support and Development Training Programme

Creating Employable Engineers and Entrepreneurs



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4. Why is a resume important for a job seeker?

- a. It isn't essential; employers prefer other forms of introduction
- b. It helps employers understand the job seeker's personality
- c. It serves as the first impression and helps in shortlisting for a job interview
- d. Resumes are only required for senior-level positions

Ans: c. It serves as the first impression and helps in shortlisting for a job interview

5. Which of the following is NOT typically found on a resume?

- a. Relevant job experience
- b. Personal interests and hobbies
- c. Detailed family history
- d. Educational background

Ans: c. Detailed family history

6. Which of the following formats is NOT required in a resume?

- a. Format and layout
- b. Header
- c. Resume sections
- d. Different font styles

Ans: d. Different font styles



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7. The _____ is the first thing a job recruiter notices about your resume.

- a. format and layout
- b. header
- c. resume sections
- d. different font styles

Ans: a. format and layout

8. What is the primary purpose of an organized and well-designed layout in a resume?

- a. To showcase the applicant's artistic skills
- b. To impress the employer with fancy graphics
- c. To ensure the resume is visually appealing only
- d. To effectively communicate the applicant's qualifications and experience

Ans: d. To effectively communicate the applicant's qualifications and experience

9. Which of the following contains Name, Phone Number and Email Address.

- a. Format and layout
- b. Header
- c. Resume sections
- d. Different font styles

Ans: b. Header



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10. Career objectives should be placed _____ of your resume, right below or next to the contact information section.

- a. in-between
- b. at the top
- c. end the of resume
- d. left

Ans: b. at the top

11. In a resume, educational qualifications have to be arranged in which of the following chronological orders?

- a. Right from schooling
- b. Reverse
- c. Avoid school education
- d. excluding under graduation

Ans: b. Reverse

12. Which of the following is generally not considered a soft skill to be included in a resume?

- a. Leadership
- b. Critical thinking
- c. Time management
- d. Microsoft proficiency

Ans: d. Microsoft proficiency



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13. Your resume is a tool with one specific purpose:

- a. To know about personal life
- b. To win an interview
- c. To discuss salary
- d. To know about work

Ans: b. To win an interview

14. How many pages should a resume be for a fresher?

- a. one page
- b. two pages
- c. three pages
- d. four pages

Ans: a. one page

15. Which of the following is NOT a necessary part of a resume?

- a. Religion
- b. Education
- c. Contact Information
- d. Employment history

Ans: a. Religion



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16. Which of the following resume components is where you should state your career goal?

- a. Profile
- b. Objective
- c. Summary
- d. Certification

Ans: b. Objective

17. Which element is less likely to be included on a resume due to its subjective nature?

- a. Objective statement
- b. Contact information
- c. Professional certifications
- d. Salary expectations

Ans: d. Salary expectations

18. Which of the following is the correct g-mail address style to use on your resume?

- a. callmeking123@gmail.com
- b. samiyazhar@gmail.com
- c. attitudegirl@gmail.com
- d. crazyboy123@gmail.com

Ans: b. samiyazhar@gmail.com



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19. Which font type is recommended for a resume?

- a. Calibri
- b. Times New Roman
- c. Arial
- d. Comic Sans

Ans: b. Times New Roman

20. An applicant should always print their resume on paper that is _____.

- a. Their favourite colour
- b. White or light colored
- c. Highly Patterned
- d. Bright or fluorescent

Ans: b. White or light colored

21. In which format is a resume typically delivered when applying for jobs online?

- a. PDF
- b. Word document
- c. PPT
- d. HTML webpage

Ans: a. PDF



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22. Which one of the following is NOT a component of a resume?

- a. Education
- b. Skills
- c. Likes and dislikes
- d. Contact information

Ans: c. Likes and dislikes

23. Where can not individuals often find guidance and assistance in creating a professional resume?

- a. Social media
- b. Coffee shops
- c. Professional resume writing services
- d. Public libraries

Ans: b. Coffee shops

24. Instructions you have been provided are for creating a resume in which word-processing programme?

- a. Microsoft office
- b. Open office
- c. Note-pad
- d. Word-pad

Ans: a. Microsoft office



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25. Which of the following is considered unprofessional?

- a. Using basic font such as time new roman
- b. Using 12 as font size
- c. Using a pink font
- d. Using correct layout

Ans: c. Using a pink font

26. Which of these topics is also covered on many resumes?

- a. Family History
- b. Criminal Record
- c. Languages
- d. Physical appearance

Ans: c. Languages

27. Which of the following is the right way to write the date in a resume or business letter?

- a. 01/06/2020.
- b. Friday, June 01,2020.
- c. June 01, 2020.
- d. 01.06.2020.

Ans: c. June 01, 2020



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28. How should project and internship details be presented in the document?

- a. Paragraphs
- b. Bullet points
- c. Tables
- d. Headings

Ans: b. Bullet points

29. What information should be included in the "Contact Information" section?

- a. Home address and phone number
- b. Social media handles
- c. Friends contact number
- d. Personal hobbies

Ans: a. Home address and phone number

30. Which section typically includes information about academic background?

- a. Experience
- b. Technical Skills
- c. Education Qualifications
- d. Certifications

Ans: c. Education Qualifications