

# Selvam College Of Technology, Namakkal

## (Autonomous)

## **IT Support & Development Training Programme** (ISDTP)



## Worksheet - 2 (Resume Writing)

Bundle &
Subject Name

Advanced Bundle V2 (2025) -Communicative English & Soft Skills (Level - 6)

Semester

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## **Answer Key**

- 1. Which type of resume is best suited for individuals with a consistent work history?
  - A) Functional

B) Chronological

C) Combination

D) Infographic

### **Ans: B) Chronological**

- What should you include in your header?
  - A) Your salary expectation
  - B) Your name, contact information etc..
  - C) Your work experience and skills
  - D) Your educational background

## Ans: B) Your name, contact information etc.

- Which resume format combines elements of both chronological and functional resumes?
  - A) Chronological Resume
- B) Functional Resume

- C) Combination Resume
- D) Targeted Resume

## **Ans: C) Combination Resume**

- What should you do before submitting your resume?
  - A) Immediately submit it
- B) Proofread it
- C) Share it on social media
- D) Keep it private

Ans: B) Proofread it

- Save your resume as a \_\_\_\_ B) MS Excel

  - C) TXT D) JPEG

### Ans: A) PDF file

A) PDF file

- What are two traditional fonts suitable for a resume?
  - A) Comic Sans and Pacifico
  - B) Times New Roman and Arial.
  - C) Courier and Helvetica
  - D) Calibri and Cambria

## Ans: B) Times New Roman and Arial

- 7. What does a good resume help you achieve?
  - A) Attract prospective employers
  - B) Make your resume longer
  - C) List irrelevant experiences
  - D) Avoid providing your contact information

#### Ans: A) Attract prospective employers

- What should you ensure when creating an email address for job searching?
  - A) It should be funny and creative.
  - B) It should be professional and testifies well of you.
  - C) It includes your birthdate.
  - D) It includes your job title.

### Ans: B) It should be professional and testifies well of you.

- 9. What information should NOT be included in your resume?
  - A) Work experience
- B) Education

C) Skills

D) Transaction history

### Ans: D) Transaction history

- 10. Which resume format focuses on skills and qualifications rather than work history?
  - A) Chronological Resume
- B) Functional Resume
- C) Combination Resume

Ans: B) Functional Resume

D) Hybrid Resume