**Module 8: Job Preparation and Required Job Skills**

**1. A professional appearing resume contains the following components:**

a. Neatly written, but when handwritten, only in ink

b. 5-6 Pages of well-documented information to really sell yourself

c. Your name on the back of the page so it stands out in an office file

d. All of the above

**e. None of the above**

**2. Important things to do in preparation for a job interview are:**

a. Dress casually so that you don’t appear as if your putting on airs

b. Arrive exactly on time to show that you are prompt

**c. Learn beforehand as much as possible about the company with which you are interviewing**

d. Begin by asking what the salary is so can determine whether or not you should waste your time or the interviewer’s.

e. All of the above

**3. What do you suppose the employer will be looking to learn from your interview knowing they’ve already read your resume?**

a. How motivated you are to get the job

b. What kind of person you are and whether you’d fit into the company culture

c. How cheaply they can hire you for

d. Whether or not you may steal their job if hired

**e. a & b only**

f. All of the above

g. None of the above

**4. You are interested in a job posting. You can research the job to find out more about it by:**

a. Locating the job on the O-NET or U.S.DOL website and reading the job description, job tasks, KSAs, and salary information

b. Look at several job websites to see what similar jobs in the area there may be to learn more about them

c. Contact the company and ask if additional job details are available

d. a & b only

**e. All of the above**

f. None of the above

**5. You find that a posted job you would really like requires skills you are only partially able to provide. You should:**

a. Not apply. Why waste the companies time when you know you are underqualified?

**b. Apply and explain that you know you would need to upgrade your skills.**

c. Apply and take the chance they won’t find out. Once you are inside the organization, you’ll find a way to make it work. Besides, it will be their issue then

d. Apply and tell them you’ll work for less money just to get the job

e. None of the above