

Name \_\_\_\_\_

## Crafting Your Path: How to Write an Effective Resume

### Multiple Choice Questions

1. What should the heading of a resume include?
  - a) Your career goals
  - b) A list of skills
  - c) Your name and contact information
  - d) Your work experience
  
2. In which section of your resume should you list your previous jobs?
  - a) Education
  - b) Objective statement
  - c) Work experience
  - d) Awards and certifications
  
3. Why is it essential to customize your resume for each job application?
  - a) To make your resume longer
  - b) To highlight your education
  - c) To match the job requirements
  - d) To include irrelevant skills
  
4. What is the purpose of including keywords from the job description in your resume?
  - a) To make your resume longer
  - b) To show off your vocabulary
  - c) To improve your writing skills
  - d) To pass through Applicant Tracking Systems (ATS)
  
5. How many pages should a resume typically be for someone with several years of experience?
  - a) One page
  - b) Two pages
  - c) Three pages
  - d) Four pages

