

Name _____

Date _____

Resume Anticipation Guide

Directions: In the space to the left of each statement, place a T if you think the statement is true, an F if you think it is false. If the statement has to be changed to make you agree with it, write notes to the side of the statement.

- _____ 1. Include a picture of yourself with your resume when you provide it to a prospective employer.
- _____ 2. Keep your resume concise - use bullet statements rather than complete sentences.
- _____ 3. Begin your resume with a vague, high-level objective.
- _____ 4. It's OK to provide a resume to an employer that has incomplete references on it, since most of the contact information will be included in the Work History section of your resume.
- _____ 5. Resumes should be brief - one to two pages maximum.
- _____ 6. The typical resume gets about 3-5 minutes of initial review from a prospective employer.
- _____ 7. Height, weight, age, gender, ethnicity, and marital status are all personal facts that should not be included on your resume.
- _____ 8. Several revisions may be required to say precisely what you want to say on your resume and to ensure that there are no typographical, spelling, or mechanical errors or mistakes.
- _____ 9. Use action verbs to begin statements on your resume.
- _____ 10. Use bright colored, eye-catching paper for your resume to capture the prospective employer's attention and increase your chances of getting a job interview.