

Class Starter Career Unit Review: Okay, this is a little longer than a class starter; you have as much time as you need to locate the answers to these questions. They **MUST** be submitted to the instructor by the end of the hour via Class Jump. Please feel free to print a copy to take with you in order to study! The quiz will be tomorrow.

When you are finished preparing for this unit quiz, please check your progress report to make sure you have all work turned in for this mid 2nd quarter progress report coming out after next Wednesday, November 17th!

Name: Date: Hour:

1. PRINT a copy of your resume and references to place in your three ring binder behind the careers section. Yes, this is one activity to complete ☺
2. Check the items in the Career Section; you should have the following items:
 - Resume & References
 - Cover Letter, Letter of Inquiry, & Follow-Up Letter
 - Career Notes
 - Most commonly asked interview questions/your responses
 - Illegal Interview Questions
 - Career terminology
 - Career brochure
 - Why employees get fired
 - Do's and don'ts of job interviewing
 - Goals—5 long term and 5 short term
 - Employment Application
 - Missouri Connections Printouts
3. Describe a resume
4. List 2 illegal questions
5. List 3 sections on a resume
6. List 3 rules to follow when preparing a resume
7. List 3 rules to follow when filling out an employment application
8. What is the difference between a cover letter and a letter of inquiry
9. What letter is sent immediately after an interview
10. State 2 ways to prepare for an interview
11. List **and answer** 2 commonly asked interview questions
12. Define competencies

13. What is the difference between a skill and an ability
14. Define work ethic
15. List 3 reasons why employees get fired
16. What website is a useful tool for research a variety of careers
17. What website is a useful tool for preparing a career plan
18. What is the difference between long term and short term goals
19. List 5 do's and 5 don'ts of job interviewing
20. What are the four parts of a cover letter
21. What is one NEW competency you learned in this career unit?