

MULTIPLE CHOICE

1. You will be asked questions at an _____.

- A. interview
- B. application
- C. interests

2. _____ can tell a person how you are feeling without you even having to speak.

- A. Skills
- B. Templates
- C. Body Language

3. A person should _____ a company before going on an interview.

- A. improve
- B. research
- C. career

4. A _____ letter should always be sent after you have gone on an interview.

- A. cover-letter
- B. friendly
- C. follow-up

5. A _____ is a paper that tells employers about you.

- A. resume
- B. rough draft
- C. template

6. Most jobs require you to have an _____ and/or experience.

- A. interest
- B. education
- C. edit

7. A _____ is a job that you plan to have for a long time.

- A. career
- B. prepare
- C. resume

8. It is important to _____ your resume to make necessary changes before you send it to a company.

- A. rough draft
- B. template
- C. edit

9. There are _____ on your computer that can help you write letters.

- A. templates
- B. interests
- C. final drafts

10. You will need to _____ a company to get an application from them.

- A. contact
- B. prepare
- C. interview