

Career's Unit Quiz Study Guide

This quiz will contain 25 **multiple choice** questions, worth 2 points each, for a total of 50 points!

Things to know:	Source:
<ul style="list-style-type: none"> Difference between a job and a career 	In-class conversation, cell phone activity
<ul style="list-style-type: none"> Primary purpose of a cover letter 	Purple "Cover Letters" Info. Sheet
<ul style="list-style-type: none"> What does a cover letter often accompany? 	
<ul style="list-style-type: none"> General contents of each paragraph 	
<ul style="list-style-type: none"> Typical categories for a resume 	Blue "Developing a Resume" Info. Sheet
<ul style="list-style-type: none"> How to write an action statement for a resume 	
<ul style="list-style-type: none"> How a resume should look 	
<ul style="list-style-type: none"> The purpose of a career thank you note 	"Writing a Career Thank You Note" Info. Sheet
<ul style="list-style-type: none"> What should you do if applying for two different jobs? 	"Job Application" Info. Sheet
<ul style="list-style-type: none"> How to complete a job application 	
<ul style="list-style-type: none"> Appropriate term to use if you were "fired" from a previous job 	
<ul style="list-style-type: none"> Labor laws for minors 	
<ul style="list-style-type: none"> Professional dress for males and females 	Pink "Professionally You" Booklet
<ul style="list-style-type: none"> General interviewing tips 	
<ul style="list-style-type: none"> Behavior in waiting room before a job interview 	
<ul style="list-style-type: none"> Illegal interview questions 	
<ul style="list-style-type: none"> What a portfolio should contain 	Class discussion, portfolio rubric