

answers: Quiz #4.1

Part 1

Context: You are applying for a position as a high school chemistry and general science teacher.

1. You are considering whether to include an objective
 - a. You include objective 1.
 - b. You include objective 2.
 - c. You do not include an objective.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

2. If you could include only three items from education, which do you include?
 - a. 1, 3, 9
 - b. 1, 4, 5
 - c. 1, 2, 6

a is the correct answer. (only one that qualifies you in both chem and gen sci)

3. If you could include only three items from personal information and activities, which do you include?
 - a. 1, 4, 5
 - b. 2, 6, 7
 - c. 7, 8, 11

a is the correct answer. (only one that shows a long-term interest in children)

Part 2

Context: You are applying for a position at Allied Chemical Corporation.

4. You are considering whether to include an objective
 - a. You include objective 1.
 - b. You include objective 2.
 - c. You do not include an objective.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

5. If you could include only three items from education, which do you include?
 - a. 1, 4, 5
 - b. 1, 6, 7
 - c. 1, 3, 5

b is the correct answer. (only one that distinguishes you as a chemist)

6. If you could include only three items from personal information and activities, which do you include?
 - a. 1, 4, 10
 - b. 2, 6, 7
 - c. 7, 8, 11

c is the correct answer. (a contains inappropriate personal information; b contains irrelevant information)

Part 3

Context: You are applying for a position as a management trainee at Revco Drug Stores.

7. You are considering whether to include an objective

- a. You include objective 1.
- b. You include objective 2.
- c. You do not include an objective.

Either a or c is acceptable. (b is you-focused, not employer-focused.)

(This question is probably getting a little old, but it speaks to the single most common problem in resumes.)

8. If you could include only three items from education, which do you include?

- a. 1, 4, 5
- b. 1, 6, 7
- c. 1, 3, 10

c is the correct answer. (not just because of item 10 but also because of item 3 which shows your recognition that this job, like most customer service jobs today, show a need for multi-cultural focus)

9. If you could include only three items from personal information and activities, which do you include?

- a. 1, 4, 5
- b. 2, 6, 7
- c. 3, 8, 11

c. is the correct answer. (item 3 is somewhat relevant; 8 and 11 speak immediately to your leadership skills.)

Part 4

10. The following are possibilities for a first paragraph of a letter of application to Allied Chemical. Which first paragraph would be the most appropriate?

- a. I am applying for the position of general research chemist you advertised in the March issue of *Chemical News*. I believe my education qualifies me for this position.
- b. The position you advertised in *Chemical News* interests me greatly. I believe that I will be a real asset to you in this position.
- c. I encountered your advertisement while reading the March issue of *Chemical News*. If you will notice my extensive coursework from one of the country's best chemistry departments, I am sure that you will agree that I am well qualified for the position.

a is the correct answer. (It references the ad. b does not reference the ad; c is wholly focused on the writer and his/her opinions.)

11. The following are possibilities for a last paragraph for the same letter. Which last paragraph would be the most appropriate?

- a. I am available for an interview at your convenience.
- b. I contact you next week to discuss an interview. You can reach me at Georgia Tech by phone (404) 894-XXXX or e-mail gtxxxxc@prism.gatech.edu
- c. If my credentials are of interest to you please contact me at my Georgia Tech address to arrange for an interview at a mutually convenient time.

b is the correct answer. (a is too limited and has an error; c offers fewer options.)

12. Would the middle paragraphs of this letter best be devoted to:
- a. a description of your work in the graduate course
 - b. a description of your communication skills (Spanish Certificate and newspaper experience)
 - c. your leadership experience (as editor and team captain)
- a is the correct answer.** (speaks to what makes you unique as a chemist)

Part 5

Context: You are applying to a large, Northern Virginia school system. The system has not advertised any openings in chemistry or science, but you know that openings often occur late in the year. You are sending a letter and resume that the system can keep on file in case an opening occurs.

13. The following is potential information for the first paragraph of a letter of application.
- (1) I have always enjoyed working with kids, and I hope for a productive career as a teacher.
 - (2) I am applying to your school because I want to live near Washington.
 - (3) I am writing to apply for any opening that you might have in high school chemistry or general science.
 - (4) I know that schools are looking for teachers who have a background in an academic subject rather than education.
 - (5) With my strong undergraduate background in chemistry and coursework in physics, I feel that I have the potential to be an effective science teacher.

Would the best opening paragraph include:

- a. Sentences 1, 2, and 4
 - b. Sentences 2, 3, and 4
 - c. Sentences 1,3, and 5
 - d. All the sentences
- c. is the correct answer.** (Sentence 2 is writer-focused; 4 is irrelevant)

14. Would the best letter include in addition to the first paragraph:
- a. a second paragraph describing your experience with children, a third paragraph describing your work in chemistry and physics, and a closing paragraph asking for an interview
 - b. a second paragraph describing your broad academic experience and a third paragraph calling attention to your resume and asking for an interview?
 - c. a second paragraph detailing your interest in DC, a third paragraph describing your work in chemistry and physics, and a closing paragraph
- a is the correct answer.** (a speaks directly to the needs of the reader; b is too general, and c is writer-focused rather than reader-focused.)

15. Would the best typefont and size for this letter be:
- a. 12 point Courier
 - b. 14 point Courier
 - c. 12 point Times
- c. is the correct answer.** (Courier is a “typewriter” font. 12 point Times is a standard font for business use.)