

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Chapter 12 Review

### Test Your Knowledge

#### Part 1: True or False

#### Instructions

Read each statement below, then select True or False.

1. A cover letter should document work experiences in chronological order.  
True  False
2. It is appropriate to use electronic communications to send a follow up thank you message after an interview.  
True  False
3. It is illegal for an employer to ask about your gender, marital status, and religion.  
True  False
4. An employment portfolio is a tool to display work samples.  
True  False
5. Getting an interview for employment typically begins by completing a job application.  
True  False
6. Family members may be listed as references on a resume.  
True  False
7. Licenses and certifications should be documented on a resume.  
True  False
8. It is mandatory to include an objective statement on a resume.  
True  False
9. Cover letters should utilize the typography concepts of font size and style to create a professional document.  
True  False
10. When applying for a job, it is common practice to bring a copy of your resume and cover letter to the interview.  
True  False



