

## Unit 2 Finding the Right Career for You Assessment



### Part 1: True or False?

Read each statement below and select **T** if the statement is true or **F** if the statement is false.

1. The Myers-Briggs Type Indicator (MBTI) is used to assess your mathematical skills.

**T**   **F**

2. The "S" in the acronym for SMART goals stands for Smart.

**T**   **F**

3. Personal branding is a way to differentiate yourself to potential employers.

**T**   **F**

### Part 2: Define the Terms

Define the following terms in the space provided.

4. SMART goals are a method of setting goals and contain five components: Specific, Measurable, Attainable, Results-focused, and Time-based.
5. Personal branding is a way of creating a representation of yourself through various online avenues that will leave an impression of who you are to those who view your online activities.
6. Cover letter is a form of communication that introduces your resume to your recipient, and is used to highlight the parts of your resume that show why you are qualified for a job.

## Part 3: Multiple Choice

*Select the answer that best fits each statement below.*

7. Which of the following is NOT one of the SMART goal components?
  - a. Timeless
  - b. Specific
  - c. Attainable
  - d. Realistic
  
8. Which of the following websites can be used for personal branding?
  - a. LinkedIn
  - b. Facebook
  - c. Twitter
  - d. All of the above
  
9. Which of the following is NOT a part of the resume?
  - a. Contact information
  - b. Cover letter
  - c. Objective
  - d. Work experience
  
10. On personal branding websites, you should do which of the following?
  - a. Post pictures of friends
  - b. Post vacation pictures
  - c. Proofread your grammar
  - d. Post videos of your pet

## Part 4: In Your Own Words

**11.** Write a two paragraph summary about what you've learned in this unit. In your summary, be sure to address the following topics:

- Why it is important to understand your personality type
- The SMART goal process
- The importance of personal branding
- The parts of a resume and cover letter

Before you get a job, it is beneficial to assess your personality type. This lets you pinpoint your interests and aptitudes for a job, as well as understand your preferences as they may relate to your interpersonal skills and how you interact with people at work. Next, you should determine your goals for your job search process. Writing SMART goals helps to identify your plans. To create clearly defined SMART goals, you should make sure they are specific, measurable, attainable, results-focused, and time-based.

As you begin your job hunt, you will need to market yourself. You may already be using websites that a potential employer may review prior to offering you an interview or a job. It is in your best interest to follow some guidelines to make sure you are marketing yourself in the best light possible, including removing anything inappropriate, checking your grammar, and posting things that are related to education or the industry in which you are interested. You also market yourself through your resume and cover letter. Your resume should include your contact information, education, work experience, professional organizations, awards, and skills. The cover letter acts as your first impression to a potential employer. It should include a return address, date, inside address, and salutation as well as an introduction, body, and closing. Your cover letter should also reference a position, highlight some of your best qualifications, and thank the recipient for their time.

*Instructor Note: Student's response will vary.*