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**Book Information**

**Your Career: How To Make It Happen**

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**Exam Topics**

I. **PREPARE FOR THE JOURNEY.**
   - The Job Search Process.
   - Know Yourself to Market Yourself.
   - Picture Yourself in the Workplace.

II. **CREATE YOUR RESUME.**
   - Plan Your Resume.
   - Write Your Resume.

III. **APPLY FOR JOBS.**
   - Find Job Openings.
   - Write Job Applications.
   - Write Effective, Tailored Cover Letters.

IV. **SHINE AT INTERVIEWS.**
   - Know the Interview Essentials.
   - Prepare for Your Interview.
   - Interview Like a Pro.

V. **CONNECT, ACCEPT, AND SUCCEED.**
   - Stay Connected with Prospective Employers.
   - Dealing with Disappointment.
   - Take Charge of Your Career.
Sample Questions

1. It is a good idea to bring copies of your resume to a Career Network meeting.
   a. True
   b. False

2. In a ____ all candidates are asked similar questions so that the employer can compare candidates more easily.
   a. structured interview
   b. unstructured interview

3. An organization’s code of ethics is:
   a. written guidelines for employees to follow based on the company’s specific ethical standards and values.
   b. a verbal oath required of employees to demonstrate their commitment to the employer’s ethical standards and values.
   c. a legal requirement from the government.

4. If you know ahead of time what the salary or wage range is for the position you are seeking, should you ask for the top, the middle, or the bottom of the range? Why?

5. Describe two ways you can continue to expand your knowledge and skills after you start working at a job in your career field.