



Student Name: _____

Class: _____

Student ID: _____

Date: {{DATE}}

Assessment Details

Duration: 30 minutes	Total Marks: 100
Topics Covered:	• Career Awareness • Job Search Strategies • Resume and Cover Letter Writing • Interview Preparation

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Use a dictionary or glossary of career vocabulary if needed.
4. Write your answers in the spaces provided.
5. If you need more space, use the additional pages at the end.
6. Time management is crucial - allocate approximately 1 minute per mark.

Section A: Multiple Choice [20 marks]

Question 1

[2 marks]

What does the term "career goal" mean?

A) A job that you want to have in the future

B) A hobby that you enjoy doing

C) A subject that you study in school

D) A place where you want to live

Question 2

[2 marks]

Which of the following is a common job search strategy?

A) Applying to every job posting online

B) Networking with people in your industry

C) Sending your resume to every company in the city

D) Waiting for job opportunities to come to you

Question 3

[2 marks]

What is the purpose of a cover letter?

A) To introduce yourself to the employer

B) To list your job skills and experiences

C) To explain why you are applying for the job

D) To ask for a job interview

Question 4

[2 marks]

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What is the difference between a resume and a CV?

A) A resume is longer than a CV

B) A CV is more detailed than a resume

C) A resume is used for job applications, while a CV is used for academic purposes

D) A CV is used for job applications, while a resume is used for academic purposes

Question 5

[2 marks]

What is the importance of networking in job search?

A) It helps you find job openings

B) It helps you learn about job requirements

C) It helps you meet people in your industry

D) It helps you get a job interview

Section B: Short Answer Questions [40 marks]

Question 6

[8 marks]

What are your top two interests or hobbies? How can they be related to a future career?

Question 7

[8 marks]

What are two strengths that you think are important for a job? Provide examples of how you have demonstrated these strengths in the past.

Question 8

[8 marks]

Describe a job search strategy that you have learned about. How can you apply it to your own job search?

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Question 9

[8 marks]

What is the most important thing to include in a resume? Why is it important?

Question 10

[8 marks]

What is the purpose of a job interview? What can you do to prepare for one?

Question 11

[40 marks]

Imagine you are applying for a part-time job at a local restaurant. Write a short cover letter (100-150 words) and a simple resume (100-150 words) that highlights your relevant skills and experiences. Use career vocabulary and job search strategies that you have learned about in class.



Additional Space for Answers

