

Cover Letters Practice Test Questions and Answers

1. How much time should go into the cover letter?

- A) Roughly six paragraphs
- B) 1/4 - 1/3 of the page
- C) Roughly 2 paragraphs
- D) 1/2 - 3/4 of the page

2. What is the best way to conclude a cover letter?

- A) I remain attentive to your response.
- B) I look forward to hearing from you soon.
- C) I expect a response from you soon.
- D) Please send your response immediately.

3. Which is more essential, the cover letter or the resume?

- A) CV
- B) Cover Letter
- C) Any of them.
- D) They are both critical in obtaining interviews. One enhances the other.

4. What is a 'hook' in the context of a cover letter opening?

- A) A compelling first statement that grabs attention and makes the reader want to continue
- B) A hyperlink to your portfolio
- C) A numbered list of skills
- D) The company's tagline quoted back to them

Answers: 1-E 2-B 3-D 4-A

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