

S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
I CIA B.A./B.Sc./B.Com./B.A.Hons./B.Sc.Hons./B.Com.Hons.
VI Semester, March-2026

SEC – Career Skill and Strategy

Roll No. Day & Date Class.....

Name of Candidate

Signature of Candidate

Signature of Evaluator

Max. Marks: 20

Duration: 1 Hour

Internal Section

- Q. 1. Make A Professional CV
- Q. 2. Make A Professional LinkedIn profile
- Q. 3. One sample cover letter for a job



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External Section

1. **A resume should be:**
A) Clear and short
B) Long and confusing
C) Full of unnecessary details
D) Written casually
2. **When attending an interview, you should:**
A) Arrive very late
B) Arrive on time
C) Skip preparation
D) Dress informally
3. **Communication skills help you to:**
A) Avoid talking to people
B) Express ideas clearly
C) Ignore feedback
D) Create misunderstandings
4. **A career goal helps you to:**
A) Waste time
B) Stay unfocused
C) Stay focused
D) Avoid planning
5. **Teamwork means:**
A) Competing with everyone
B) Working alone always
C) Ignoring others
D) Working together
6. **Learning new skills is:**
A) A waste of time
B) Important for growth
C) Unnecessary
D) Only for students
7. **Networking helps you to:**
A) Avoid meeting people
B) Build professional connections
C) Stay isolated
D) Reduce opportunities
8. **A positive attitude at work:**
A) Creates problems
B) Reduces productivity
C) Improves performance
D) Causes conflict



9. **Time management means:**
A) Delaying work
B) Wasting time
C) Ignoring deadlines
D) Using time wisely
10. **A good leader:**
A) Ignores the team
B) Motivates others
C) Avoids responsibility
D) Blames everyone
11. **Problem-solving skill helps to:**
A) Create confusion
B) Avoid responsibility
C) Find solutions
D) Increase problems
12. **During an interview, you should:**
A) Interrupt constantly
B) Talk without listening
C) Listen carefully
D) Ignore questions
13. **Professional behavior includes:**
A) Rudeness
B) Dishonesty
C) Carelessness
D) Respect and honesty
14. **Setting short-term goals helps to:**
A) Lose direction
B) Achieve long-term success
C) Waste effort
D) Create confusion
15. **Feedback from others:**
A) Should always be ignored
B) Helps you improve
C) Is never useful
D) Causes failure
16. **Confidence in the workplace:**
A) Stops your growth
B) Creates fear
C) Helps you perform better
D) Reduces skills
17. **Updating your skills regularly is:**
A) Not necessary
B) Important in a changing job market
C) A waste of effort
D) Only for managers
18. **A cover letter should:**
A) Be unrelated
B) Be copied from others
C) Be very long
D) Be relevant to the job
19. **Critical thinking means:**
A) Acting without thinking
B) Guessing randomly
C) Analyzing before deciding
D) Ignoring facts
20. **Adaptability means:**
A) Refusing change
B) Adjusting to change
C) Avoiding challenges
D) Complaining often
21. **A career strategy includes:**
A) Leaving everything to luck
B) Avoiding goals
C) Planning your future
D) Ignoring opportunities

22. Workplace ethics include:

- A) Cheating
- C) Integrity

- B) Lying
- D) Blaming others

23. Preparing before an interview shows:

- A) Carelessness
- C) Laziness

- B) Professionalism
- D) Overconfidence

24. Good listening skills:

- A) Reduce understanding
- C) Improve communication

- B) Create confusion
- D) Waste time

25. A strong LinkedIn profile can:

- A) Reduce career chances
- C) Limit connections

- B) Improve job opportunities
- D) Decrease visibility

26. Continuous learning helps you to:

- A) Become outdated
- C) Avoid challenges

- B) Stay competitive
- D) Reduce knowledge

27. Conflict resolution means:

- A) Fighting aggressively
- C) Solving disagreements calmly

- B) Ignoring problems
- D) Blaming others

28. Self-discipline helps you to:

- A) Miss deadlines
- C) Achieve goals

- B) Avoid tasks
- D) Waste time

29. Career planning should be:

- A) Done once and forgotten
- C) Random

- B) Avoided
- D) Regularly reviewed

30. Professional networking events are useful for:

- A) Timepass only
- C) Avoiding people

- B) Career growth
- D) Reducing skills
