

Ace the Postal Exam

How to prepare for the Postal Exam
and
Get hired with the
U.S. POSTAL SERVICE



1st Edition 2009

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1. Postal service - United States -- Examinations, questions, etc.
2. Civil service - United States -- Examinations - Study guides.
3. Postal service - United States -- Employees

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The publisher is neither affiliated with nor endorsed by the United States Postal Service (USPS) or any government agency. This book has been designed to assist individuals to better understand the hiring process for the USPS and to better prepare for the Postal Battery Exam (Exam 473). The Publisher does not guarantee a passing score on the exam nor can we control when or where the USPS offers the exam or when jobs will be available in your area. Passing the Postal Battery Exam is required to be placed on the list of qualified candidates for a position.

The USPS offers study materials free of charge at www.USPS.com. Publication 60-A is the orientation guide for Exam 473. This publication is not from the library of the USPS. The publisher of this book is not responsible for any changes that may have been made to the Postal Battery Exam during or after the printing of the book.

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We dedicate this book to Melissa and Dawn for always believing in us.

**And also to everyone who dreams of a better life
and has the drive to do something about it.**

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INTRODUCTION

We want you to pass – no, *ACE* the post office exam and get your dream job!

No, really, we want you to get started right away with a new career and a new life. In this economy we all need all the help we can get. That's why we created this simple, step-by-step guide to landing a job that can start you off with \$38,000 a year plus benefits. How many jobs can start you off anywhere near that range without a college degree or two?

Also, a job with the U.S. Postal Service has traditionally been considered super-stable and recession-proof. Now add that to the fact that you get scheduled cost-of-living raises. That means your pay rate continues to go up the longer you stay on.

Finally, don't forget the incredible benefits: health insurance for you and your family, retirement income, paid training, vacation time and overtime pay. Even more interested?

We knew you would be. **However, there are two major obstacles that stand between you and your goal:**

- 1. Navigating the Human Resources Department for a huge, government-funded corporation; and**
- 2. Passing the required Postal Battery Exam.**

Most job seekers understand how to respond to help-wanted ads in the local newspaper and many even have sent information to online job boards, but very few understand how to begin a very specific electronic hiring process. The USPS doesn't just have online applications, they require:

- eProfiles
- e-mail correspondence
- internal online job boards applications,
- supervised testing
- oral testing
- face-to-face interviews

Knowing *what* to do and *when* can seem daunting or even downright discouraging. Don't despair! We're here to help make this easy.

But first let's discuss the other hurdle: the Postal Battery Exam (Exam 473). Yes, you are required to pass this to even get an interview; no passing grade means no new job and no new career. But - **and this is important** - just passing still won't get you the job you want. Why? Well, unlike many career tests, like real estate or insurance, this is not just pass or fail.

Your test is actually graded and subsequently ranked according to score. That means you are competing with all the other people who are looking to get hired. So while a 70% is passing, if that's your score, don't expect to get a follow-up call. So it makes sense that you should do whatever it takes to score between 90 and 100% on the Battery Exam. The USPS usually hires people who score in that range, meaning...

If you get a high score, you move to the front of the line, possibly jumping ahead of people who are older, more experienced and who have a better education.

On one hand that means you get a chance to level the playing field in a very competitive environment, which is the best that anyone can hope for. On the other hand, you still have that test to deal with. There is a reason it's an entrance exam - it's meant to weed out unqualified candidates. It's *supposed* to be hard. There are four parts to the test:

- Address Checking
- Forms Completion
- Coding and Memory
- Inventory of Experiences and Characteristics

You might not even know what some of those sections mean right now. That's OK. Again, we designed this guide to help.

Which brings me to the point of this introduction: You now have in your hands the right tools to overcome the initial obstacles to get the Postal job you want and hopefully a whole new life!

The goal of this guide is to be an invaluable resource to show you how to take the right steps and to gain the knowledge you need in the hiring process. With that goal in mind we designed this guide with the following:

- **Easy, step-by-step instructions throughout the process**
- **Plain, everyday English, avoiding jargon**
- **Insider tips and techniques including secret exam-busting strategies**
- **Plenty of good, old-fashioned practice tests to help increase knowledge and confidence on test day.**

We have striven to make this the best, straight-to-the-point prep guide offered that is a real value for you.

We wish you luck not only on your exam, but on your new career at the United States Postal Service.

Sincerely,

AcethePostalExam.com

SECTION 1

USPS EMPLOYMENT OVERVIEW

INTRODUCTION

In December of 2008, the National Bureau of Economic Research declared that the United States had been in a recession since December of 2007. Today, economists are not sure if the end is anywhere in sight. If you are interested in trying to “recession proof” your career, you will need to focus on finding work that will continue even when consumers are without disposable income to spend. In tough economic times, it’s essential to have a career in an industry that’s stable and that continues to be needed in spite of fluctuations in the economy.

The United States Postal Service (USPS) is an independent agency of the U.S. federal government, and may be able to provide you with exactly the type of recession-proof career you are looking for. In order to deliver millions of pieces of mail each week, the USPS employs over 765,000 full time career employees. The USPS is the third largest employer in the United States, after the United States Department of Defense and Wal-Mart.

This **ACE THE POSTAL EXAM** guide is designed to assist you in finding employment with the USPS and provides the following information and guidance.

- Section 1: USPS Employment – An Overview
- Section 2: The Application Process
- Section 3: The Assessment Process
- Section 4: First-Step Quizzes and Practice Tests
- Section 5: Interviewing Strategies

Please note that this guide has been created specifically for individuals who are interested in applying for entry-level positions with the USPS. Consequently, detailed information is provided **only** for **Test 473 for Major Entry Level Jobs**. This guide does not provide information on scheduling and preparing for exams other than Test 473.

Major Entry-Level Positions

The **Major Entry-Level Jobs** for the USPS are:

- **City Carrier** - delivers and collects mail on foot or by vehicle; job requires working outdoors in all kinds of weather.
- **Mail Handler** - loads, unloads and moves bulk mail and sacks.
- **Mail Processor/Mail Processing Clerk** - monitors performance of automated mail processing equipment or performs manual sorting of mail.
- **Sales, Services, and Distribution Associates and Workers** - provide direct sales and customer support service in a retail environment and also distribute mail.

Minimum Requirements

The following is a list of minimum requirements to be eligible for employment with the United States Postal Service (USPS):

1. You must be **18** years of age or older. **Exception:* Applicant may be 16 or older if he or she has obtained a high school diploma or its equivalent, such as a GED.
2. You must be a United States citizen *or* lawful permanent resident alien with a green card.
3. You must be able to read and write English.
4. Male applicants born *after* 12/31/59 must be registered with the Selective Service System. More information on this in Section 2, The Application Process.
5. You must provide employment history of all previous employers for the 7 year period prior to the application date. Periods of unemployment are included in this section.
6. You must indicate prior military service, if any.
7. For jobs which require driving, applicants must have a valid driver's license and safe driving record.

Please note that eligible employees will also be required to submit to criminal background checks, urinalysis drug screens, and possibly certain medical assessments.

TEST 473

Test 473 for Major Entry-Level Jobs, also known as the **473 Battery Exam**, is the test used by the USPS to fill the majority of full time career positions, including those listed above. The test is composed of 4 parts:

	Test Section	# of Questions	Minutes Allowed	You Will . . .
Part A	Address Checking	60	11	Compare 2 columns of addresses and determine if they are identical or not.
Part B	Forms Completion	30	15	Demonstrate you have the ability to read and complete forms correctly.
Part C Section 1	Coding	36	6	Use a guide to assign routes to addresses.
Part C Section 2	Memory	36	7	Memorize assigned codes for address ranges, and then assign routes to addresses.
Part D	Inventory of Personal Characteristics and Experiences	236	90	Answer questions about your personal job-related experiences and characteristics.

Part D is now administered online when you first apply for a job vacancy. The other Parts of Test 473 (Parts A, B, and C) are administered at testing facilities. More information on preparing for Test 473 is provided in Section 3 of this guide.

Note: Test 473 is referred to as *Test 473-C* when it is administered to applicants applying specifically for the City Carrier position. It is the same test as Test 473; it simply goes by a different name.

Other tests are administered to fill certain other positions. The other exams offered by the USPS are:

- **Exam 91:** Motor Vehicle Operator Exam
- **Exam 460:** Rural Carrier Associate
- **Exam 710:** Clerical Abilities Exam
- **Exam 714:** Data Conversion Operator Exam
- **Exam 931:** Exam for such positions as maintenance specialists and technicians, welders, custodians, carpenters, painters, certain mechanics, machinists, electricians, masons, plumbers, firemen, and stationary engineers.
- **Exam 932:** Electronic Technician Exam
- **Exam 933:** Exam for a variety of maintenance positions

Compensation and Benefits

The USPS offers its employees highly competitive compensation and benefits packages. Salaries are graded, and are determined by the length of time you have been employed and the number of hours per week that you work. Benefits offered include health care coverage and life insurance, as well as vacation time and sick leave.

The USPS website, www.USPS.com, gives the following information regarding their compensation plan:

► **Compensation**

In addition to highly competitive basic pay rates, most Postal Service employees also receive regular salary increases, overtime pay, night shift differential, and Sunday premium pay. Overtime is paid at one and one-half times the applicable hourly rate for work in excess of 8 hours per day, or 40 hours within a workweek. Night shift differential is paid at a specified dollar rate for all hours worked between 6pm and 6am. Sunday premium is paid at 25 percent for work scheduled on Sunday.

► **Health Insurance**

The Postal Service participates in the Federal Employees Health Benefits (FEHB) Program, which provides excellent coverage and flexibility with most of the cost paid by the Postal Service. There are many plans available, including both traditional insurance coverage and Health Maintenance Organizations (HMOs). Employee premium contributions are not subject to most taxes, making health insurance even more affordable.

► **Retirement**

The Postal Service participates in the federal retirement program, which provides a defined benefit annuity at normal retirement age as well as

disability coverage.

▶ **Thrift Savings Plan**

Career postal employees may contribute to the Thrift Savings Plan (TSP), which is similar to 401(k) retirement savings plans offered by private sector employers. Employees contribute to TSP on a tax-deferred basis, and may receive automatic and matching contributions (up to 5 percent of pay), after a waiting period, from the Postal Service.

▶ **Social Security and Medicare**

Newly hired postal employees are covered under Social Security and Medicare.

▶ **Life Insurance**

The Postal Service offers coverage through the Federal Employees' Group Life Insurance (FEGLI) Program. The cost of basic coverage is fully paid by the Postal Service, with the option to purchase additional coverage through payroll deduction.

▶ **Flexible Spending Accounts**

Career employees may participate in the Flexible Spending Accounts (FSA) Program after one year of service. Tax-free FSA contributions can be used to cover most out-of-pocket health care and dependent care (day care) expenses.

▶ **Leave**

The Postal Service offers a generous leave program to career employees that includes annual (vacation) leave and sick leave. For the first 3 years of service, full-time employees earn 13 days of annual leave per year, increasing to 20 days per year after 3 years of service, and to 26 days per year after 15 years of service. In addition, full-time employees earn 13 days of sick leave per year as insurance against loss of income due to illness or accident.

▶ **Holidays**

The Postal Service observes 10 holidays each year.

*Quoted from http://www.usps.com/employment/compbenefits.htm?from=employment&page=leftnav_corpbenefits

There are several pay scales. The following table is an example wage schedule for a mail carrier. Keep in mind the Postal Service pays extra compensation for overtime and night shift work. This wage schedule does not take into consideration cost-of-living raises on top of base salary based upon Consumer Price Index.

Step	Waiting Period to next step (in weeks)	Yearly	Hourly	Bi-Weekly	Regular Overtime	Hourly rate for Part-Time Flexibles
A	96	\$41,166	\$19.7913	\$1,583.30	\$29.69	\$20.58
B	96	\$44,726	\$21.5029	\$1,720.24	\$32.25	\$22.36
C	44	\$46,106	\$22.1663	\$1,773.30	\$33.25	\$23.05
D	44	\$48,750	\$23.4375	\$1,875.00	\$35.16	\$24.38
E	44	\$49,116	\$23.6135	\$1,889.08	\$35.42	\$24.56
F	44	\$49,481	\$23.7889	\$1,903.11	\$35.68	\$24.74
G	44	\$49,840	\$23.9615	\$1,916.92	\$35.94	\$24.92
H	44	\$50,205	\$24.1370	\$1,930.96	\$36.21	\$25.10
I	44	\$50,569	\$24.3120	\$1,944.96	\$36.47	\$25.28
J	34	\$50,928	\$24.4846	\$1,958.77	\$36.73	\$25.46
K	34	\$51,294	\$24.6606	\$1,972.85	\$36.99	\$25.65
L	26	\$51,656	\$24.8346	\$1,986.77	\$37.25	\$25.83
M	26	\$52,021	\$25.0101	\$2000.81	\$37.52	\$26.01
N	24	\$52,387	\$25.1861	\$2014.89	\$37.78	\$26.19
O	--	\$52,748	\$25.3596	\$2028.77	\$38.04	\$26.37

SECTION 2

THE APPLICATION PROCESS

In 2008, the USPS implemented major changes to its recruiting and hiring program. Post Office job announcements are now posted on-line, and applicants are tested for *specific job openings only*. Previously, individuals would first take the required test, and then wait to see what jobs might become available. If you meet the USPS minimum requirements and would like to be considered for employment, you will need to use a computer with internet access and have a valid e-mail address, as all applications must be completed online using the USPS' eCareer application system. For a list of providers offering free e-mail accounts, go to www.e-mailaddresses.com. If you do not own a home computer, you may use one at a public library, school, or state unemployment office at no charge.

The USPS Website

The USPS website can be accessed 24 hours a day, 7 days a week. To begin your session, log on to the main page of the online application system at www.usps.com/employment and note the information outlined in red on the right of your screen.

UNITED STATES POSTAL SERVICE®

HOME | CUSTOMER SERVICE | SIGN IN

FIND A ZIP CODE | CALCULATE POSTAGE | PRINT A SHIPPING LABEL | SCHEDULE A PICKUP | LOCATE A POST OFFICE | TRACK & CONFIRM

Business > | Household > | Buy Stamps & Shop > | All Products & Services > | About USPS & News >

Search USPS.com

Home | About USPS & News | Organization Information | **Careers**

Work for U.S. Postal Service

Let's Talk—Career Opportunities

At the U.S. Postal Service we know that talented candidates are looking for competitive compensation and a great benefits package. But we also know they're looking for a challenging career. Our national career opportunities allow for cross-functional learning and development, and we're committed to a fair work environment with accessible leadership.

We know it's our people who provide customer satisfaction, drive innovation, and ensure our continued success. If you're ready to join a dynamic, thriving organization with a sense of history and a focus on the future, we're ready to invite you to explore our career opportunities here at the U.S. Postal Service!

Click Here To Create Your Profile

Search Jobs and Apply Online

- 1- Be sure you have a valid e-mail account.
- 2- [Search jobs online](#) eCareer requires you enable Javascript on your web browser.
- 3- [Create your eCareer profile](#)
Completion of the Summary of Accomplishments tab is required when applying for a professional position.
- 4- If you're already registered.. [Login now](#)
[Request a forgotten password](#)

Related Services & Links

Create Your eCareer Profile

Proceed to Step 3, *Create Your eCareer Profile*. You should set aside 15-25 minutes to complete your profile, and should be aware that your session will end after thirty minutes. Although it is possible to search for available jobs on the website without having completed your eCareer Profile, it is best to complete your profile **first**. That way, when you search available jobs and find a job opening that you are interested in, you will be ready to apply.

The first thing you will be asked to do on Step 3 is to create an account by selecting a unique **USERNAME** and **PASSWORD**. Pay special attention to the instructions given as to what characters to include and how many characters: Your USERNAME should be at least 6 characters long (ex. *Johnsmith*), and your password should at least 8 characters long, with at least one uppercase character and one numeral (ex. *Bob1977*). If you are timed out after thirty minutes as indicated earlier, you can log back in with your USERNAME and PASSWORD. (See Step 4, *Login Now*, on the main page of the online application system).

Smart TIP

Write down your chosen USERNAME and PASSWORD and keep them stored in a safe place. With your own personal USERNAME and PASSWORD, you will be able to log on to the USPS website using any computer with internet access.

Create an account, and then complete the online application.

To make the process easier for you in the future, most of the information you provide will be maintained in your online account. Be sure to save your user name and password for quick access back to our site.

Your Login ID must consist of at least six characters. Your Password must contain at least eight characters.
* indicates required field

Name

First Name:
Last Name: *

User Data

User Name: *
Password: *
Repeat Password: *
Email: *

Repeat Email: *

Make sure that the specified email address is correct. Your email address will be used for communication.

An invalid and/or duplicate email address will prevent communication related to your profile and/or application for postal employment through this process, you must use the discretion of the Postal Service.

The email address entered here must show the entire address including the '.com' error in this entry may cause your application to be rejected. The Postal Service reserves the right to reject any application that does not meet the requirements of the Postal Service.

☐ I have read and agree to the [Privacy Policy](#)

Privacy Act Statement: Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information in limited circumstances: to a congressional office on your behalf; to a USPS auditor; to entities, including law enforcement agencies, for law enforcement purposes; or to other federal, state, or local government agencies for official government business. For more information on our privacy policies visit us at usps.com.

**Create Your
Username And
Password Here**

If, for some reason, you forget your USER NAME and PASSWORD, the website allows you to retrieve them. Simply click on the *Retrieve Forgotten Password* link, also found in Step 4 on the main page of the online application system; enter the e-mail address that you gave when you first registered, and click the yellow box marked *Request Password*. The USPS will e-mail you your USERNAME and a new password. You should change your password to something easy for you to remember, then write it down and keep it somewhere safe.

Be aware that the next several sections make use of a tool known as the "drop down box." In order for you to see a complete list of your answer choices with a drop down box, simply click on the upside down triangle on the right hand side of the box. A list will be displayed, or "dropped down," from which you may select your answer.

Personal Data

Once you have created an account, the next screen that appears requires you to input personal data, such as your name, address, birthplace, e-mail address, and phone number. *Be sure* to provide accurate information in this section in order for the USPS to be able to contact you regarding employment.

Personal Data

What is your personal data and how can we contact you?

Form of Address:

First Name: * Middle Name: Last Name: * Suffix:

Birthplace: *

City and state (or if outside US, country)

Mailing Address

Street/House Number: *

Street/House Number 2:

Country: * State: *

City: * Zip Code: *

The Zip Code you enter in this application must be the valid Zip Code for your address of record. Please to match your address of record. An error in this entry may cause your application to be rejected. The activity. You can click on the "Find Your Zip Code" link and use the USPS Zip Code tool to find or verify y

Email: *

An invalid and/or duplicate email address will prevent communication related to your profile or application, so please take special care to ensure that the email address you are using is valid. If you have already completed a candidate profile and/or application for postal employment through this process, you must use the previously created profile to apply for future opportunities (for this job). Duplicate accounts (for the same email address) may be deleted at the discretion of the Postal Service.

The email address entered here must show the entire address including the '.com' or other extension. For example, the email address 'joedoe@yahoo' is invalid. The correct email address for this example is 'joedoe@yahoo.com'. An error in this entry may cause your application to be rejected. The Postal Service relies upon valid email addresses to coordinate application related activity.

Primary Phone: Business Phone:

Mobile Phone:

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:

* indicates a required field

Work Experience

After inputting your personal information, click on the yellow box marked "Work Experience" at the bottom of the screen in order to proceed. This next section asks you to input information regarding your work experience. After answering two brief yes or no questions, you will input your work history of the previous 7 years, including volunteer work, starting with your current position. Simply click the yellow **"Add"** box near the bottom of the screen and follow the instructions in order to add the name of your current employer and input the required data regarding your employment.

Work Experience

What is your previous work experience?

1. Have you ever been fired from any job for any reason? *

☐ Yes ☐ No

If yes, please be sure to list the job(s) below (even if more than 7 years ago) and explain the circumstances in the Description field.

2. Are you a former Postal Service or Federal Employee not now employed by the US Government? *

☐ Yes ☐ No

If yes, please be sure to list the job(s) below (even if more than 7 years ago) and include the position title, name of the employing agency, and

Please provide your work history.

Start with your present position and go back for 7 years or to your 16th birthday, whichever is later. You may include volunteer work. Make sure you include company name, and indicate the date range that you were unemployed.

Work Experience				
	Start Date	End Date	Employer	Street/Work Address
No work experience maintained				
Add				Delete

**Click Here To
Add Work History**

For your current employer entry only, you should check the box marked "Current Employer." Other required data in this work experience section includes such specifics as your supervisor's name and the amount of your salary.

Please note that a drop down box is provided in this section for "Government Employment Type." Unless your employer is the USPS or Federal Government, you would choose "N/A" from the drop down list. Drop down boxes are also provided in this employment history section for country, state, reason for leaving, and functional area.

Add
Edit
Delete

Employer:

Government Employment Type: *

Current Employer ☐ If current employer, may we contact your supervisor? ☒ Yes ☐ No

Grade Level:

Start Date (mm/dd/yyyy): End Date (mm/dd/yyyy):

Street/Work Address: *

Street/Work Address 2:

Country: *

City:

State: Zip Code:

Supervisor Name: * Telephone Number: *

Reason for Leaving: * Salary at Leaving: *

Functional Area:

Job Title:

Were you a supervisor? ☐ Yes ☐ No

Description:

Save
Cancel

For the dates you will be providing in this section, be sure to enter in mm/dd/yyyy format. For example, if you want to enter the date of January 2, 2002, you would input 01/02/2002.

After you have completed the entry for your current employer, click on the save button at the bottom of the screen. Then click the yellow Add box again in order to add the name and information of another employer, following the same procedure as before. Repeat this procedure as many times as necessary in order to complete your 7 year employment history.

You may not be able to provide all of the necessary information regarding former employers. If you are unable to provide a previous employer's phone number, for example, you may simply enter "unknown" in the box provided. Please note that the USPS expects your 7 year employment history to be a CONTINUOUS time period. You should therefore be sure to include any periods of unemployment. For these periods, you would simply type "unemployed" in the

box marked "company name" and then provide the dates during which you were unemployed.

Finally, you will see a yellow "Back" box at the bottom of the screen. This box appears at the bottom of each page of your eCareer profile. Simply click on it at any time you wish to go back to a previous screen in order to review or edit your profile.

Education/Training

After inputting your work experience, click on the yellow box marked "Education/Training" at the bottom of the screen in order to proceed.

Work Experience

What is your previous work experience?

1. Have you ever been fired from any job for any reason? *

☐ Yes ☒ No

If yes, please be sure to list the job(s) below (even if more than 7 years ago) and explain the circumstances in the Description field.

2. Are you a former Postal Service or Federal Employee not now employed by the US Government? *

☐ Yes ☒ No

If yes, please be sure to list the job(s) below (even if more than 7 years ago) and include the position title, name of the employing agency

Please provide your work history.

Start with your present position and go back for 7 years or to your 16th birthday, whichever is later. You may include volunteer work. If company name, and indicate the date range that you were unemployed.

Work Experience					
	Start Date	End Date	Employer	Street/Work Address	S
	01/01/2000		microsoft	123 MIAN ST	

[Add](#) [Edit](#) [Delete](#)

[Back](#) [Education/Training](#)

 **Click Here**

This next section asks you to input information regarding your education and training. As with the Work Experience section, simply click the yellow "Add" box and follow the instructions to input information regarding any education or training you may have had.

Education/Training

Please provide your educational history.

List all degrees or courses of study you have completed.

Education/Training								
	Start Date	End Date	Educational Institution	City	Country	Education Level	Grade	Highest Degree/Certificate
No education/training maintained								

[Add](#) [Edit](#) [Delete](#)

 **Click Here**

Drop down boxes are provided in this section for your country, state, education type, education level, and field of education.

Dates in this section should be in mm/yyyy format. For example, if you attended an educational institution beginning in January of 2002, you would input 01/2002 as your Start Date.

After you have completed your first entry in this Section, click on the save button at the bottom of the screen. Repeat this procedure as many times as necessary in order to complete the Education/Training Section of your eCareer Profile.

Education/Training

Please provide your educational history.

List all degrees or courses of study you have completed.

Education/Training							
Start Date	End Date	Educational Institution	City	Country	Education Level	Grade	Highest Degree/Certificate
No education/training maintained							
Add Edit Delete Educational Institution: Start Date (mm/yyyy): End Date (mm/yyyy): Address: Country: State: City: Education Type: Education Level: Field of Education: Highest Degree/Certificate: Subject: Grade: Description: Fill Out Form And Click Here Save Cancel							

General Eligibility

After inputting your education and training, click on the yellow box marked "General Eligibility" at the bottom of the screen in order to proceed.

This section asks you several simple yes or no questions regarding your general eligibility for employment with the USPS. Sample topics covered include whether or not you are a United States citizen and whether any of your blood or marital relatives are currently employed by the USPS.

General Eligibility

Please answer the following questions to help determine your eligibility for employment with the US Postal Service.

1. Are you one of the following: a United States Citizen, a lawful permanent resident alien, a citizen of American Samoa or any other territory owing allegiance to the United States, or a citizen of a foreign country eligible for Postal Service Employment. *
☐ Yes ☐ No
2. Do you receive or have you applied for retirement pay, pension, or other retirement pay based on military, postal, federal civilian, or District of Columbia service, specifying that retirement pay was for disability.*
☐ Yes ☐ No
3. Have you been awarded a contract with or do you work for a contractor of the US Postal Service? *
☐ Yes ☐ No
- 4a. Are you a male born after December 31, 1959? (Males born after December 31, 1959 must be registered with the Selective Service System.) *
☐ Yes ☐ No ☐ N/A
5. Are you now dependent on or a user of ANY addictive or hallucinogenic drug, including amphetamines, barbiturates, heroin, morphine, cocaine, marijuana, or any other drug, without the supervision of a doctor? (Federal law does not permit the use of marijuana for medical treatment) *
☐ Yes ☐ No
6. Does the Postal Service employ any relatives of yours by blood or by marriage? *
☐ Yes ☐ No

**Fill Out Form
And Click Here**

[Back](#) [Veterans' Preference](#)

If you are a male born after December 31, 1959, question 4b will ask if you are registered with the Selective Service System, and if so, to enter your Selective Service number. If you need to find out your Selective Service number, go to the Selective Service System website at www.sss.gov, and click on "Check a Registration." Input your information and follow the instruction to retrieve your Selective Service number.

Veterans' Preference

After answering the questions in the General Eligibility section, click on the yellow box marked "Veterans' Preference" at the bottom of the screen in order to proceed.

Veterans' Preference

Veterans' Preference and United States Military Service All applicants must answer all parts

1. Have you ever served on active duty in the United States Armed forces? (Exclude tours of active duty for training as a reservist).
☐ Yes ☐ No
2. Have you ever been discharged from the armed forces under conditions other than Honorable (i.e., Dishonorable, Other than Honorable Discharge Review Board or similar authority. If "Yes" please give details below).
☐ Yes ☐ No
3. Do you claim 5-point preference based on active duty in the armed forces? If "Yes", you will be required to furnish DD Forms(s) 214 t
☐ Yes ☐ No
4. Do you claim a 10-point preference? If "Yes" choose type of preference claimed and submit a completed Standard Form 15, Claim for restrictions.
☐ Yes ☐ No

Terms of Services

Supporting Docs

List all periods of Active United States Military Service from DD form(s) 214. Enter N/A if not applicable.

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Rank at Discharge:

Branch of Service:

Lost time in days:

Character of Service:

Terms of Services

	Start date	End Date	Rank at Discharge	Branch of Service	Lost time in days	Character of Service
	The Table does not contain any data					

**Fill Out Form
And Click Here**

ALL applicants are required to answer the yes/no questions in this section, whether or not they have ever served in the United States Armed Forces. If you were ever discharged from the armed forces under conditions *other than honorable*, you will need to provide details.

The remainder of this section is important for individuals interested in claiming "Veterans' Preference." Veterans are given preference for employment with the USPS under certain conditions:

Five Point Preference

- *Five* points will be added to any veteran's rating if he or she earns a passing grade on the postal exam. In order to claim this 5-point preference, you must submit a copy of your DD Form 214, **Certificate of Release or Discharge from Active Duty**.

At the bottom of the screen there is a blue box with two tabs in the top left corner, one marked "Terms of Service," and the other marked "Supporting Docs" When you click on the "Terms of Service" tab, you will be able to input data from your DD214. When you click on the "Supporting Docs" tab, it will bring you to another screen which will allow you to upload a copy of your DD214 directly.

For information on obtaining a copy of your form DD 214, go to <http://www.archives.gov/veterans/military-service-records/dd-214.html>

Ten Point Preference

- *Ten* points will be added to the basic rating of a disabled veteran or veteran who has received a Purple Heart award if he or she earns a passing grade on the postal exam. A 10-point preference will also be given to the following people: the spouse of a veteran unable to work because of a service-related disability; the unmarried widow of certain deceased veterans; and the mother of a veteran who died in service or who is permanently and totally disabled.

**Veterans with a 10-point preference are placed at the top of the USPS hiring list ("register") in order of their scores – ahead of all of the other eligible candidates.*

At the bottom of the screen there is a blue box with two tabs in the top left corner, one marked "Terms of Service," and the other marked "Supporting Docs." When you click on the "Supporting Docs" tab, it will bring you to another screen where you can click on the SF15, Application for 10-Point Veteran Preference link in order to complete the required form and submit it online. You will also need to upload electronic copies of the supporting documents requested for this section.

A drop down box is provided for you to choose your specific claim *type*. (Example: *spouse of living veteran who is totally disabled*).

Attachments

After you have completed the Veterans' Preference section, click on the yellow box at the bottom of the page marked "Attachments" in order to proceed. You will complete this page later, once you have found an actual position to apply for and are ready to apply. This page asks you to upload specific documents ("attachments") for certain jobs.

Attachments

Note: Uploaded documents must be less than 2 MB and any of the following document file extensions; .doc

Attachments

Document Title	Attachment Type
No attachments maintained	

Add **Delete**

Click Here To Add Attachments

Assessments

After viewing the Attachments page, click on the yellow box at the bottom of the page marked "Assessments" in order to proceed. This section asks one simple yes or no question regarding whether or not you have an Exam History Code.

Attachments

If the vacancy announcement requests supporting documents, please attach them here. If an attachment is not specifically requested, it may r

Note: Uploaded documents must be less than 2 MB and any of the following document file extensions; .doc, .txt, .pdf, .html, .l

Attachments	
Document Title	Attachment Type
No attachments maintained	

[Add](#) [Edit](#) [Delete](#)

Click Here For Assessments

[Back](#) [Assessments](#)

If you took a USPS entrance examination BEFORE the online application was available, **AND** you have an *active eligible exam score*, then you would have received an Applicant Eligibility Notice. This Notice would have contained an

28

Exam History Code. This section asks if you have ever received Exam History Code, and if so, you would enter the code in the space provided, taking special care to enter the code correctly. If you have lost your Applicant Eligibility Notice, unfortunately, there is no way for you to get a replacement letter or retrieve your Exam History Code.

Assessments

Candidate ID: 53872553

If you have received an Applicant Eligibility Notice from the US Postal Service, please enter the Exam History Code in blanks below. Within 24 hours after you submit your

Have you received an Exam History Code from the United States Postal Service? ☐ Yes ☐ No

Below is a list of the assessments you have taken. The table below will indicate the date the assessment was taken and the duration of the assessment.

Please select the link in the table to view the details of the assessment taken. When you select the link, you will see the jobs for which you are eligible or ineligible.

Assessment	Date Taken	Duration	End Date	Re-test Eligibility Date	Job Posting	Job Posting Date	Job Posting Description
The Table does not contain any data							

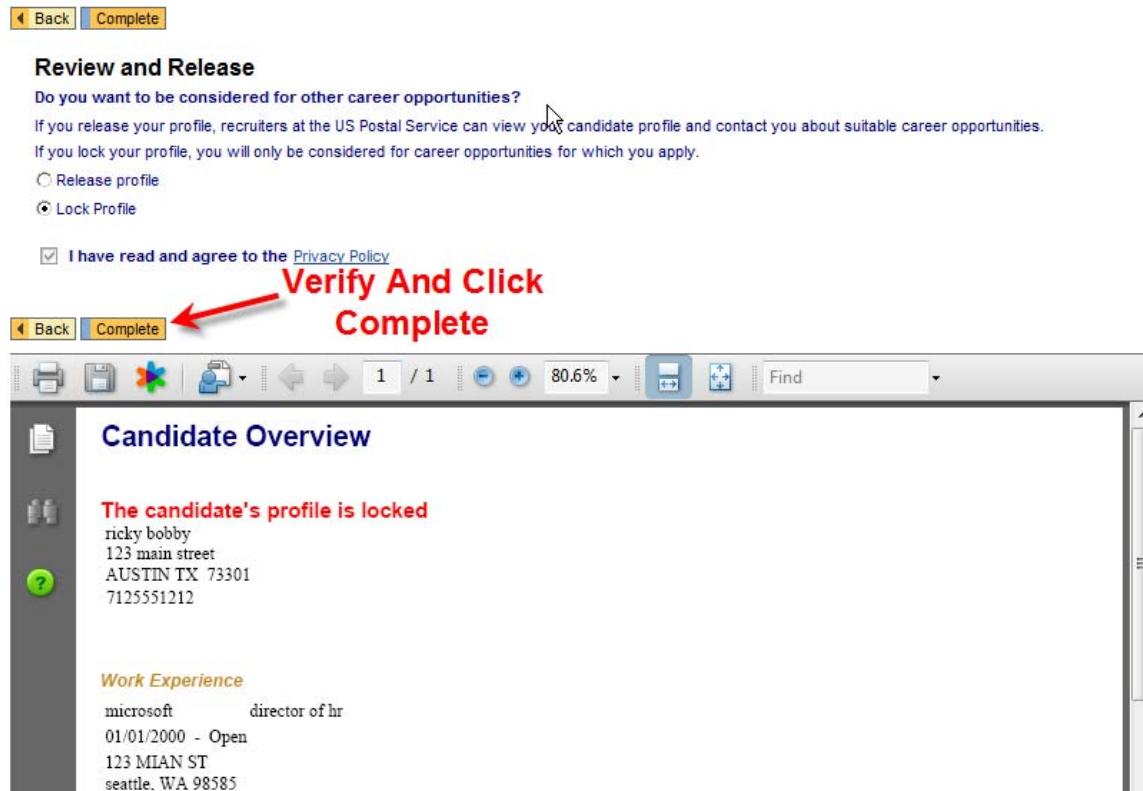
**Fill Out Form And
Click Here**

[Back](#) [Review and Release](#)

Review and Release

After you have completed the Assessments section, click on the yellow box at the bottom of the page marked "Review and Release" in order to proceed. This section asks if you want to release or lock the eCareer Profile you have just created. If you want to release your profile to the USPS, then recruiters can view your profile and contact you about job openings. If you instead choose to lock your profile, it will remain locked, and you will only be considered for the specific jobs for which you apply.

At the bottom of the screen in this section, you will see your profile, labeled "Candidate Overview." You should review your profile and check for errors, and print out a copy for your records. When you are satisfied with your completed profile, you should click the yellow box on the screen marked "Complete" in order to submit your eCareer Profile.



Searching for Jobs

Once you have completed your eCareer Profile, you are ready to search for and apply for actual job openings with the USPS. You will need to have the pop-up blocker on your computer disabled and JavaScript will need to be enabled. Should "pop-up blocker" and "JavaScript" be explained more? Higher than level of computer knowledge we've assumed to this point. Log into your account using your username and password then choose the blue tab at the top of the page marked "Job Opportunities." You should start your search using the Location (state name) criteria *only*. This search will only allow you to view 30 random results at a time. However, it is better to do multiple searches than to try to include too many criteria in one search. Click on the yellow box marked "Reset" at the bottom of the Job Search screen before every new search.

Job Search

Interested in a career opportunity with the U.S. Postal Service? Start your search here.

[Start](#) [Reset](#) [Save Search Query](#) [Delete Search Query](#)

You can save your search criteria for later reuse

Search Query: [-- No search query saved --](#)

Full Text Search

Keywords:

Search Criteria for Employment Opportunities

City:

Location:

Alabama

Alaska

Arizona

Arkansas

ZIP Code:

Functional Area:

Administrative/Office Services

Architecture

Consumer Affairs

Customer Relations

[Start](#) [Reset](#) [Save Search Query](#) [Delete Search Query](#)

After entering your desired location, click the yellow box marked "Start", and you will be taken to a screen listing available USPS jobs in your state. If you click on a job opening that interests you, another screen will appear with detailed information and specific requirements for the position. If you would like to apply for this position, click on the yellow box marked "Apply" in order to continue the application process. If not, simply click on the yellow box marked "close" in order to close the window and return to your search results.

If you clicked on the "Apply" box, then, because you have already created an eCareer Profile, a welcome screen will appear, and will ask if you would like to use your profile information in order to continue the application process. Click the yellow "continue" button in order to be directed to your profile. The Personal Data page you created will appear on your screen. You should review this page and make any necessary changes.

Repeat this process for the Work Experience, Education, General Eligibility and Veterans' Preference pages. At this time, you may also upload any necessary documents that you may not have uploaded earlier when you created your profile.

Cover Letter

When you have reviewed your profile and are at the bottom of the Veterans' Preference page, click on the yellow box marked "cover letter" in order to proceed. A window will appear with space for you to type in a short application cover letter. You do not have to include a cover letter, but it is probably a good idea for you to do so. Simply introduce yourself in the letter and express to the USPS why you are interested in working for them.

Attachments

When you are ready to proceed, click on the yellow box marked "Attachments" at the bottom of the page. As noted earlier, this is where you will provide the USPS with any documents requested for the particular job opening.

Summary of Accomplishments and References

When you have uploaded all of the necessary documents, click on the yellow box marked "Summary of Accomplishments and References" at the bottom of the page. First, the Summary of Accomplishments tab provides you with space to describe your qualifications for this particular job. You may insert your resume here if you desire. This section provides you with the best opportunity to show the USPS how you are able to meet the requirements listed for this particular job.

When you are ready to proceed, click on the second blue tab, marked "References," in order to enter up to three personal or professional references in support of your application. You should first contact any potential references in order to make sure that they are willing to give you a good reference for the job.

In order to add a reference, including the person's name, title, and phone number, simply click on the yellow box marked "Add." Once you have entered the information, click on the yellow box marked "Save" at the bottom of the screen. You may repeat the process up to two more times in order to add more references.

Driving History

When you have completed the Summary of Accomplishments and References page, click on the yellow box marked "Driving History" at the bottom of the page. This section asks four yes or no questions regarding your driving record. Obviously, the USPS will pay close attention to this section if you are applying for a job which will require driving.

If you have been found guilty of a moving violation in the last five years, and therefore answered "yes" to question three, you should click on the blue tab marked "Driving Violations," and then click on the yellow box marked "Add." A new screen will appear with spaces for you to answer questions about the specific violation. When you are finished, click on the yellow "Save" box at the bottom of the screen.

Similarly, if you have been in an accident in the last five years, and therefore answered "yes" to question four, you should click on the blue tab marked "Accidents," and then click on the yellow box marked "Add." A new screen will appear with spaces for you to answer questions about the specific accident. When you are finished, click on the yellow "Save" box at the bottom of the screen.

Authorization and Release

When you are finished with the Driving History section, click on the yellow box marked "Authorization and Release" in order to proceed. In this section, the USPS collects certain information which will enable them to perform a background check. First, you should answer the three yes/no questions regarding whether or not you have a criminal history. Next, there are three blue tabs marked Other Names, Previous Addresses, and Additional Information. As in the previous Driving History section, you will click on each blue tab, and then add the required information in the spaces provided.

For example, when you click on the blue tab marked "Other Names," you will then click on the yellow "add" box, and spaces will appear in which you can add any other names that you may have gone by in the past. When you are done, you will click on the yellow save button. You would repeat this procedure in order to add any previous addresses you have had in the last five years, as well as any additional information you may need to provide regarding criminal charges that may be pending against you.

Prior to requesting a criminal records check from a consumer reporting agency, the USPS will e-mail a message to you requesting your consent and some additional information. You will be asked to sign and fax a consent form as soon as possible. Additional information requested may include your driver's license

and social security numbers. You should respond promptly to this e-mail! Delaying response or not responding at all jeopardizes your chances of getting a job with the USPS.

EEO (Equal Employment Opportunity) and Disability

When you are finished with the Authorization and Release section, click on the yellow box marked "EEO and Disability" in order to proceed.

You should read the *Privacy Act Statement* and the *Sex, Race and Ethnicity Statement* printed in this section before choosing whether or not to answer the four questions at the bottom of the page. Whether or not you answer the questions will have no bearing on the USPS's hiring decision. The USPS uses this section for research purposes only.

Send Application

When you have completed the EEO and Disability section, click on the yellow box marked "Send Application" at the bottom of the page. The first question to appear in this last section asks once again for your Exam Eligibility Code, if you have one. A document entitled "Candidate Overview" should appear in this section, if your computer has a PDF viewer. Computer issue again: explain PDF? The Overview simply compiles the information from the previous sections and allows you to view it in one concise document. Read over this document carefully, checking for errors. If you need to make changes, you must go back to the specific section where the change needs to be made (for example, Education) and make the changes there. When you are ready to submit your application, click on the yellow "Send Application" box in order to submit your job application in to the USPS for review.

If your application is missing some required information, a message will appear telling you which information is missing. After supplying the necessary information, you should resubmit your application.

Once your online application has been successfully submitted as outlined in Section 3, a new page will appear on your screen with a message telling you that your application has been submitted. Shortly you should receive receive an e-mail from ecareerworkflow@usps.gov stating whether or not an "assessment" (an exam, such as Test 473) is required for the job you have applied for. This e-mail will be sent to the e-mail address you provided to the USPS, and the subject line of the e-mail will read, "*Acknowledgement of Application.*" This e-mail simply indicates that the USPS has received your application and plans to review it. If you do not receive this e-mail, your e-mail provider may have treated it as "spam" and either blocked its delivery or put it in your e-mail's spam or junk mail

folder. You can try checking your spam folder, and if you find the e-mail message there, put a check by it and mark it "not spam" to send it to your regular Inbox.

You may submit as many applications for employment with the USPS as you wish using their online application system. There is no limit. The only requirement is that each application be completed and submitted before you may start working on the next one.

SECTION 3

THE ASSESSMENT PROCESS

Overview of USPS Assessment Process

The assessment process is an important part of the USPS job application process. The following steps make up the entire process for individuals applying for jobs requiring Test 473:

- **Step 1**
Establish an assessment account, using the instructions given to you in an e-mail from the USPS.
- **Step 2**
Successfully complete the online portion of the assessment (Part D of Test 473).
- **Step 3**
Schedule a time to complete the proctored (monitored) portion of the assessment (Parts A, B, and C of Test 473) at an approved testing location. See Step 4.
- **Step 4**
Complete the proctored portion of the assessment. This means you will go to a testing location and someone (the proctor) will administer these parts of the test to you, either on a computer or with paper test booklets and answer sheets.

Step 1

If the job you have applied for requires an assessment/exam, then an additional paragraph in your "*Acknowledgement of Application*" e-mail (discussed in Section 2) will explain that the position requires an assessment, and will show you your Candidate Identification Number. You should write down this number and keep it in a safe place, as you will need it to register for an assessment. The e-mail will also tell you how to set up your assessment account.

Step 2

If the job you applied for specifically requires Test 473, you will also receive an e-mail marked "*United States Postal Service Assessment Invitation*," which will provide a link for you to take the online part of your assessment. As discussed earlier, Part D of Test 473, the Personal Characteristics and Experiences section, is now administered online, and it is considered the first step of the assessment

process. The link will direct you to this 90 minute assessment, which is discussed in further detail later on in this Section of the guide.

Step 3

If you successfully complete the online assessment (Part D), you will then receive an e-mail with instructions for *how to sign up and take the proctored (monitored) part of the assessment* (Parts A, B, and C) at a testing center. Included in this e-mail will be information on how to establish an “assessment account.”

You should read this e-mail carefully and make sure you follow all of the instructions. You only have a *limited time frame* in which to complete the entire assessment process (Steps 1-4 above). This time frame varies with each job opening. For jobs requiring Test 473, applicants have **14 days** to complete the process. The e-mail will also provide you with instructions as to how to receive an Assessment Information Package from the USPS. Although it will provide you with some general information that may be helpful, this information package is not nearly as detailed as your **ACE THE POSTAL EXAM** guide.

You may choose **any** available test date, time, and location for your exam, provided that you complete the entire assessment process within the allotted time frame. The centers available are presented based on your ZIP Code. If you would like to test in a different geographical area, click on the link provided entitled “Schedule Assessment,” and scroll down to the bottom to the scheduling page. You may then submit a different ZIP Code and view the testing centers available near that ZIP Code.

The e-mail you receive should also provide you with instructions as to how to cancel or reschedule your exam, should you need to do so for some reason. You may reschedule your test date at any time, as long as you do so more than 24 hours prior to your scheduled time.

After you have scheduled a time for your assessment, you will receive another confirmation e-mail message. Read this e-mail carefully, and be sure to note whether or not you need to bring additional information or items to the exam. For all exams, you must bring a valid, State/Government-issued photo I.D. to the test center.

Step 4

Complete the proctored portion of the assessment. This means you will go to a testing location and someone (the proctor) will administer these parts of the test to you, either on a computer or with paper test booklets and answer sheets. Most testing centers now provide computerized assessments. However, if your particular test center still requires the use of pencils and paper test booklets, you will be informed in your confirmation e-mail.

If, for some reason, you do not complete the assessment process within the limited time frame, then you will be ineligible for that particular job application. However, you may immediately apply for any other job opening, should you desire. If an assessment is required for that opening, you would be allowed to schedule one.

Preparing for the Assessment, Test 473

PART D: Inventory of Personal Characteristics and Experiences

The USPS will likely have dozens of applicants for every job opening. The Postal Service uses this part of the test (Part D) as a tool to help distinguish the “good” candidates from the rest.

The Inventory of Personal Characteristics and Experiences is essentially a personality test. A personality test is a type of career test that aims to determine aspects of a person’s character that remain the same in different work situations. Technically, there are no “right or wrong” answers. The USPS will, however, look at this section in order to determine if you would be a good candidate for employment with the Postal Service. It’s important to keep in mind all employers want workers who are: team-players, positive, self-directed, goal-oriented and responsible.

This section of the test will be scored by the USPS, although they have never released any details as to how exactly they score it. The important thing for you to be aware of is that a passing score on this part of the test is necessary in order for you to be able to take the other Parts of Test 473 and become eligible for employment with the USPS. You should therefore read each question carefully, and answer each question honestly, but keep in mind what the USPS will be looking for.

In order to prepare for Part D, it will be helpful for you to have a general idea of what to expect. There will likely be three different types of questions for you to answer in this section.

Agree/Disagree Questions

Many of the questions will likely include the same agree/disagree responses for you to choose from:

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

You should familiarize yourself with these choices, so that you will be able to quickly answer the questions in this section. The following is an example of a question you might see in this agree/disagree format:

It is hard for me to be polite to co-workers who interrupt me when I'm talking.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

You should simply choose the answer which best describes how much you either agree or disagree with this statement.

Frequency Questions

Similarly, some questions will likely include the following "frequency" responses for you to choose from:

- A. Very Often
- B. Often
- C. Sometimes
- D. Never

Again, you should familiarize yourself with these particular answer choices so that you will be able to quickly answer the questions in this section. The following is an example of a question you might see in this format:

I look for ways to improve my job performance

- A. Very Often
- B. Often
- C. Sometimes
- D. Never

You may notice that the test will ask the same personality question repeatedly with slightly different wording. This type of questioning is designed to test your level of honesty, sincerity and integrity. Try to remain consistent throughout the test as to how you respond in similar working situations.

Multiple Choice Questions

Lastly, there will be questions in Part D relating to your work experience. These questions will provide you with several different answers to choose from. You should simply choose the ONE answer that best describes your work experience. The following is an example of a question you might see in this format:

What type of work do you enjoy the least?

- A. Work that is repetitive
- B. Work that involves standing or sitting for long periods
- C. Work that involves a lot of decision making
- D. I would not enjoy any of the work described above
- E. Unsure

As stated earlier, this portion of Test 473 is actually administered **online, first**, before you have the opportunity to proceed to the other parts of the test. When you are ready to take this portion of the test, you should set aside 90 minutes to complete it. The test should actually only take an hour or so for you to complete, but 90 minutes is the maximum time you are allowed. When you are ready to take the Inventory of Personality and Experience part of Test 473 (Part D), use the link provided in the *Assessment Invitation* e-mail you received from the USPS and take the test on your home computer or on any other computer with internet access.

You will receive a follow-up e-mail from the USPS after you complete Part D. This e-mail will inform you as to whether or not you are eligible to continue the assessment process and complete the remaining parts of Test 473.

A practice test is included in Section 4 of this guide. Be advised that the content of the questions on the USPS test will likely be different than the practice questions presented here. The **ACE THE POSTAL EXAM** practice questions give you a general idea of what test questions might be like on the Personal Characteristics and Experience Inventory part of the USPS test, and help you get used to the particular format of these questions.

Preparing for Parts A, B, and C, the Proctored Parts of Test 473

As stated previously, if you successfully complete Part D of Test 473, you will receive an e-mail from the USPS instructing you how to sign up for and take the proctored (monitored) part of the Test, which includes Parts A, B, and C. These three parts are designed to test accuracy, memory, and ability to pay attention to detail.

In order to achieve the your highest possible score, you will need:

1. Knowledge of exam content
2. Effective test-taking strategies
3. Several authentic practice tests
4. **LOTS OF PRACTICE** to master the necessary skills and increase your speed.

The higher you score, the better chance you will have of being selected over other candidates applying for employment with the USPS.

You will be taking the proctored part of the test at a USPS test site. At the site, a proctor (monitor) will sign you in, verify your identity, and provide you with instructions. Make sure you pay attention to the instructions you are given. As stated earlier, depending on where you sign up to take the exam, the test may be given using a computer or may be given using paper booklets and answer sheets.

The remaining part of Section 3 of this guide discusses Parts A, B, and C in detail, gives you an idea of what the questions will look like, and tells you how to prepare for each part in order to do well. Knowing what to expect and what types of questions will be asked will increase your confidence and help you to feel less anxious. Practice tests, which are of the utmost importance, are available in the last section of this guide.

Part A: Address Checking

The address checking portion of the test is made up of 60 questions, to be answered in **11 minutes**. In this section, you will be comparing two addresses and ZIP Codes, to determine whether or not they are identical. It will be important for you to take as many practice tests as possible in order to become efficient at making detailed address and ZIP Code comparisons *quickly and accurately* and do well on this portion of the test.

Sample Address and ZIP Code:

Address: 1422 Edward Ave.
Baton Rouge, Louisiana
ZIP Code: 70808

Note the “address” for purposes of this test, DOES NOT INCLUDE THE ZIP CODE

Format

There will be two columns for you to compare in this section. Column one, the left column, will contain a list of "*Correct*" addresses and ZIP codes. Column two, the right column, will have a list of "*Addresses to Be Checked*."

Example:

Answer Key:

- A) No Errors
- B) Street Address Only
- C) ZIP Code Only
- D) Both

	Correct Address		Addresses To Be Corrected	
	Address	ZIP Code	Address	ZIP Code
1.	3258 Parker Ave Minneapolis, MN	55416	3528 Parker Ave Minneapolis, MN	55416
2.	109 Fennel St Washington, DC	20037-8001	109 Fennel Dr Washington, DC	20087-8001

When you take this part of the test at the test center, you will compare the first "Correct" address on the left, with the first "Address to be Checked" on the right. You will determine if there are any Errors in the "Address to be Checked," and will be given 4 different answers to choose from.

In order to get used to making the comparisons quickly, it will be helpful for you to practice making the individual comparisons before you start practicing the actual format as shown in the above example.

First-Step Quiz

Here is what the "First-Step Quiz" questions look like:

- | | |
|-------------------------------|----------------------------|
| 1. 2134 S 18 th St | 2134 S 15 th St |
| 2. Kansas City, OH | Kansas City, OH |
| 3. 13 Oak St | 13 Oak Rd |

Your answer choices for First-Step Quiz questions are:

- A** (Alike)
- D** (Different)

Simply look at the address on the left, compare it to the one on the right, and choose your answer.

Answer for question 1: D (first is "18th St"; second is "15th St")

Answer for question 2: A (alike)

Answer for question 3: D (first is "Oak St"; second is "Oak Rd")

A 40-question First-Step Quiz is included in Section 4 of this guide.

Common differences that the USPS includes in the Address Checking section are:

1. differences in **spellings** of street, city, state
2. differences in **number order** in the ZIP, or just **different numbers**
3. differences in **abbreviations** such as St. (street) and Rd. (road)

Also, when looking at numbers, make sure to pay attention to numbers with similar shapes, such as 8 and 3. Don't get fooled when comparing 70808 with 70308.

When you feel as though you have done enough First-Step Quiz questions, you can move on to practicing the actual format. Practicing the actual test format for Part C will be much easier if you have done some of the First-Step Quiz questions.

On the actual exam, you will be given **4** multiple choice responses to choose from:

- A. No Errors
- B. Address Only
- C. ZIP Code Only
- D. Both

No Errors: Means the address and ZIP on the left are exactly the same as those on the right.

Address Only: Means only the address is different

ZIP Code Only: Means only the ZIP Code is different

Both: Means both the Address and ZIP Code are different.

You should familiarize yourself with these multiple choice options. Because you will need to learn how to answer these questions QUICKLY, it will be helpful for you to already know what your response choices are.

**Smart
TIP**

It is easy to remember choice "A"/No Errors if you think of it as A = Alike; the two addresses and ZIP Codes are Alike.

Smart

TIP

It is easy to remember choice "D"/Both if you think of it as
D = Double; the Address to be Checked has Double errors

When comparing addresses and ZIP Codes, it is also helpful to break your comparison up into three parts, comparing the left to the right:

1. Compare the street name and number on the left to those on the right
2. Compare the city and state on the left to those on the right
3. Compare the ZIP Code on the left to those on the right

Smart

TIP

If you find an error in the street name and number (Step 1), you should skip to step 3 to save time; once you find ONE error in the address, it won't matter if you find another. At that point you just need to move on and see if there is an error in the ZIP Code as well.

Smart

TIP

You may find it helpful to run your index finger along the addresses or ZIPs being compared. This will help you to keep your place and focus on one line at a time.

Let's look at another example.

Answer Key:

A) No Errors

C) ZIP Code Only

B) Street Address Only

D) Both

Correct Address		
	Address	ZIP Code
1.	3258 Parker Ave Minneapolis, MN	55416
2.	109 Fennel St Washington, DC	20037-8001
3.	2100 Martin Ave Richmond, VA	23221
4.	3821 Bobbin Lane Chicago, IL	60565-2101

Addresses To Be Checked		
	Address	ZIP Code
	3528 Parker Ave Minneapolis, MN	55416
	109 Fennel Dr. Washington, DC	20087-8001
	2100 Martin Ave Richmond, VA	23221
	3821 Bobbin Lane Chicago, IL	60564-2101

Your Answer choices for questions 1-4 are:

Answer Key:

A) No Errors

C) ZIP Code Only

B) Street Address Only

D) Both

Answer for Question 1: B –Address only

The street number part of the address is different. (3258 in one, 3528 in the other)

Answer for Question 2: D – Both

The address on the right has Fennel Dr., not Fennel St. Also, the ZIP Code on the right has 20087 instead of 20037.

Answer for Question 3: A - No Errors. The addresses and ZIP Codes are the same (alike).

Answer for Question 4: C - ZIP Code Only. The ZIP Code on the right is 60564, not 60565 like on the left.

Be aware that when you take the actual exam at the test center, you will first be given two practice exercises which will not be scored. After these two practice exercises, you will be given the actual test (60 questions to be answered in 11 minutes), which will be scored.

Three full-length Address Checking Practice Exams are available in Section 4 of this guide in order for you to be able to adequately prepare for this part of the test.

One important thing to remember when filling in the answer sheets on the practice exams and on the actual exam is that you **MUST NOT** lose your place on the answer sheet. Because you will be working so quickly, it will be very easy for you to skip a number on an answer sheet and mark a series of answers incorrectly before you discover your mistake. Because of the limited time you are given, you do not want to have to take time to erase and start over. You can still skip a question if you don't know the answer. Just make sure you don't lose your place on the answer sheet.

The USPS scores Part A as follows:

- You receive one point for every correct answer, and no points for questions you do not answer.
- For each wrong answer, 1/3 of a point will be subtracted from the points you do have.

Therefore, because you are penalized for wrong answers, you **SHOULD NOT GUESS** in this section. If you start to run out of time, do not randomly start filling in answers. The best strategy is to simply **PRACTICE** doing address comparisons quickly and accurately. Practice **A LOT**. Practice using a timer, so that you will get an idea of how much time you will have on the actual exam. Then, on the actual exam, just carefully answer as many questions as you can.

PART B: FORMS COMPLETION

The forms completion portion of the test is made up of 30 questions, to be answered in 15 minutes. This section tests your ability to properly complete forms similar to those used by the USPS. You will be shown 5 different forms, and will have to answer 6 questions for each different form you are shown.

Example:

					Item Arrival Date & Time 1.	
This form used for First-Class Mail or Priority Mail only..						
	Sender's Name, Address, and E-mail Address If Any	Telephone	Recipient's Name and Address	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
Mailer	2a.	2b.	3a.	3b.	4.	

1. Where would the sender's name and address go?
 - A. Box 3a
 - B. Box 4
 - C. Box 2b
 - D. Box 2a

2. Which would be a correct entry for Box 1?
 - A. 9011 Newport Dr., Albany GA, 39997, johndoe@e-mail.com
 - B. 3/03/08; 2:30 p.m.
 - C. 777-512-4700
 - D. \$3.75

3. Where would the mail arrival date and time go?
 - A. Box 3a
 - B. Box 2a
 - C. Box 1
 - D. Box 3b

Answer for Question 1: D. Box 2a

The box on the form labeled "2a" requests the Sender's name and address.

Answer for Question 2: B. 3/03/08; 2:30 p.m.

Since Box 1 requests "Item Arrival Date and Time," option B is the correct choice. It is the only choice that lists a date and time.

Answer for Question 3: C. Box 1

The form Box 1 contains the text "Item Arrival Date and Time." Therefore, option C is the correct choice.

This section also tests your ability to pay attention to detail, and largely your common sense. Be sure to read over each question carefully, as well as all of the answer choices; it is easy to get confused working with so many different letters and numbers.

As with the Address Checking section, you will be given a brief introductory exercise at the testing center which will not be scored. You will then be given the actual test, and will have 15 minutes to answer the 30 questions.

Part B is scored as follows:

- You receive one point for every correct answer, and no points for questions you do not answer.
- Unlike Part A, there is no penalty for wrong answers; your score is simply the number of answers you get right.

Therefore, since you are not penalized for wrong answers, it is okay for you to guess at the questions you are unsure of. Generally speaking, you might want to skip over a question you are having difficulty with, and then return to it later if you have time. Just be sure you mark your answer in the correct answer space, and do not lose your place on the answer sheet.

You should familiarize yourself with the forms in the practice tests of this guide in order to feel comfortable when taking the actual exam. Filling out forms is not necessarily complicated, but it will be more difficult when you are required to do so in such a limited time period. Thus, the more you practice and familiarize yourself with sample forms, the better prepared you will be when you arrive at the test center.

Three full-length Forms Completion practice tests are available in Section 4 of this guide.

PART C: CODING/MEMORY

Part C has two sections:

Section 1: Coding

36 questions to be completed in 6 minutes; use a guide to identify the route to which a certain address belongs.

Section 2: Memory

36 questions to be completed in 7 minutes. From memory, *without using the guide*, identify the route to which a certain address belongs.

It may be helpful for you to note that the Coding and Memory Section make up 72 total questions in Part C. The Coding Section will be numbered 1-36; the Memory Section will be numbered 37-72.

Section 1: Coding

You will be presented with a “Coding Guide” to use in Section 1.

Smart TIP

You will be required to memorize the SAME EXACT Coding Guide in Section 2. So, pay as much attention to it and commit as much to memory as you can when you first see it in Section 1.

Coding Guide	
Address Range	Delivery Route
1100-1679 Edgewood Dr 700-800 Amelia Street 30-60 Hwy 53	A
1680-1800 Edgewood Dr 61-99 Hwy 53	B
12000-15000 Shelton Rd 1-30 State Rte 12 801-1000 Amelia Street	C
All mail that doesn't fall in one of the address ranges above.	D

You should familiarize yourself with the general items that appear in the above coding guide. First, the “Address Range” column on the left contains specific address *ranges*. For example, 1100-1679 is a *range* of addresses. This means all of the addresses with street numbers from 1100 up to 1679 on Edgewood Drive are included in this range.

The right hand column of the coding guide indicates which “Delivery Route” serves those particular address ranges in the left hand column. In the example above, delivery route A serves addresses 1100-1679 on Edgewood Dr, addresses 700-800 on Amelia St, and addresses 30-60 on Hwy 53.

Note that a coding guide may have two *different* delivery routes serving one street. In the example above, delivery route A serves addresses 30-60 on Hwy 53, while delivery route B serves addresses 61-99 on Hwy 53.

Use the coding guide to answer these 10 Sample Questions:

Coding Guide	
Address Range	Delivery Route
1100-1679 Edgewood Dr 700-800 Amelia Street 30-60 Hwy 53	A
1680-1800 Edgewood Dr 61-99 Hwy 53	B
12000-15000 Shelton Rd 1-30 State Rte 12 801-1000 Amelia Street	C
All mail that doesn't fall in one of the address ranges above.	D

Address	Delivery Route			
1. 13766 Shelton Rd	A	B	C	D
2. 1756 Edgewood Dr	A	B	C	D
3. 5 State Rte 11	A	B	C	D
4. 788 Amelia Street	A	B	C	D
5. 55 Hwy 55	A	B	C	D
6. 1699 Edgewood Dr	A	B	C	D
7. 26 State Rte 12	A	B	C	D
8. 444 Amelia Street	A	B	C	D
9. 16000 Shelton Rd	A	B	C	D
10. 1300 Edgewood Dr	A	B	C	D

Answer for question 1: C; Delivery route C serves that address.

Answer for question 2: B; Delivery route B serves that address. Even though you may have looked at delivery route A first and seen that it serves Edgewood, the address is not within route A's range. It is within B's range.

Answer for question 3: D; There is no particular range of addresses listed for State Rt. 11, only State Rt. 12. Beware of trick questions such as this.

Answer for question 4: A; Delivery route A serves that address.

Answer for question 5: D; There are no routes serving Hwy 55; only Hwy 54.

Answer for question 6: B; Delivery route B serves that address

Answer for question 7: C; Delivery route C serves that address

Answer for question 8: D; The number 444 is not in the range of addresses given for Amelia Street. Route A starts at 700, and Route C ends at 1000.

Answer for question 9: D; The number 16000 is not in the range of addresses given for Shelton Road. The range given is 12000-15000.

Answer for question 10: A; Delivery route A serves this address.

A 40 question First-Step Quiz for this section is also included in Section 4 of this guide. You should do the First-Step Quiz before beginning the three other full-length Coding and Memory practice tests.

Also, as with Parts A and B, you should be aware that on the day of your actual exam at the test center you will be given two brief practice exercises that are not scored before you are given the actual Coding Section of Part C. The coding guide is shown during these practice exercises as well as during the actual test.

**Smart
TIP**

Since these practice exercises are not scored, it might benefit you to quickly answer a couple of questions and spend the remaining time given to memorize parts of the coding guide for later use in the Memory Section. As stated earlier, the coding guide used will be the same for both sections, but you won't be able to look at it in the Memory Section.

The Coding Section of Part C is scored as follows.

- You receive one point for every correct answer, and no points for questions you do not answer.
- Like Part A, 1/3 of a point will be deducted for each wrong answer.

Therefore, because you are penalized for wrong answers, you SHOULD NOT GUESS in this section.

Once again, please note that three full-length Coding and Memory practice tests are available in Section 4 of this guide. The practice tests are labeled Coding/Memory, just as it will be on the exam. Keep in mind that the Coding and Memory Sections **together** make up Part C of the test.

Section 2: Memory

The memory portion of the test is generally considered the most challenging. Again, if you know what to expect, and are adequately prepared, you can score well on this portion of Test 473.

The Memory Section is divided into 4 “segments:”

- 1. 3 minute study time**

You will be given 3 minutes to MEMORIZE the coding guide, the same one used in Section 1 (Coding).

- 2. 90 second practice exercise**

You will have 90 seconds to answer 8 questions. The coding guide is **not** shown, and this practice exercise is not scored.

- 3. 5 minute study time**

You will be given 5 more minutes to memorize the coding guide.

- 4. The ACTUAL TEST**

This is the part that is actually scored. You will be have **7** minutes to answer 36 questions. The coding guide is **not** shown; you must be able to remember it.

The memory section questions are just like those for the coding section. You are given an address and need to identify the delivery route as A, B, C, or D, using the coding guide. The only difference is that in this section, you won’t have the coding guide to look at; you must have it memorized.

Memorizing the Coding Guide

As outlined above, you will have at least 8 minutes to memorize the guide. Here is the coding guide example from earlier:

Coding Guide	
Address Range	Delivery Route
1100-1679 Edgewood Dr 700-800 Amelia Street 30-60 Hwy 53	A
1680-1800 Edgewood Dr 61-99 Hwy 53	B
12000-15000 Shelton Rd 1-30 State Rte 12 801-1000 Amelia Street	C
All mail that doesn't fall in one of the address ranges above.	D

The first thing you should look for are street names that appear twice, with different routes. In the above coding guide, the streets that appear twice are as follows:

- ✓ Edgewood Dr has address ranges for routes A and B;
- ✓ Amelia Street has address ranges for routes A and C;
- ✓ Hwy 53 has address ranges for routes A and B.

Then you should work on memorizing those ranges and routes. Start with the Edgewood Dr addresses:

- ✓ 1100-1679 go with Route A
- ✓ 1680-1800 go with Route B

When you see one street with 2 routes like this on the test, you'll notice that the second address range continues where the first left off. For Edgewood Dr, the range for Route A ended at 1679 and the range for Route B starts at 1680. It will be easier for you on the test if you simply round up in all of these situations. So for the Edgewood range above, **you would memorize the following:**

- ✓ Edgewood Dr 1100-**1680**, A
- ✓ 1680-1800, B

By rounding up, you now have fewer numbers to memorize. You have made the number 1680 into a common boundary between the two ranges. The chances of a test question actually including the address of 1680 Edgewood Dr are highly unlikely, and that would be the only problem you would encounter in using this technique. If you commit the above line to memory, then you will be able to

say it in your mind if you are given an address for Edgewood Dr., and you will know which route is the correct one to mark as your answer.

Next, you can move on to memorizing Amelia Street's ranges and routes:

- ✓ 700-800 go with Route A
- ✓ 801-1000 go with Route C

Similarly, in this situation you should round 801 down to 800, cutting down on your numbers to memorize. You would thus **memorize the following**:

- ✓ Amelia Street: 700-800 A
- ✓ **800**- 1000 C

Then you can move on to memorizing Hwy 53's ranges and routes:

- ✓ 30-60 go with A
- ✓ 61-99 go with B

Round 61 down to the even number of 60, and **memorize the following**:

- ✓ Hwy 53: 30-60 A
- ✓ **60**-99 B

At this point, believe it or not, you have memorized a good portion of the code. All that's left is for you to memorize the ranges and routes for the streets that only appear once. In the above example, you would memorize the following:

- ✓ 12000-15000 Shelton Rd C

and

- ✓ 1-30 State Rte 12 C

Do not be tempted to shorten or abbreviate street names when memorizing the code. It will only confuse you if there are trick questions on the test.

Lastly, please note that you should NOT round numbers up or down in *every* situation; only use rounding as a technique for those numbers that you are using to make a common boundary between 2 ranges, as described in the examples above.

For example: In the Hwy 53 example, rounding 61 down to 60 allowed you to make a common boundary between the 2 ranges to make memorization easier. You would not, however, round the number 99 up to 100.

**Smart
TIP**

When memorizing a coding guide as described above, it may be helpful to come up with a ***specific*** way to remember the first street name and the first number in that range, in order to jog your memory to get started.

Here's how this Smart TIP works. In the coding guide above, this is the first line you committed to memory:

Edgewood Dr 1100-1680 A; 1680-1800 B.

In your mind, think of something to help you specifically remember the name Edgewood, and specifically remember the number 1100. That way, when the actual test starts, you'll be able to quickly start recalling the Coding Guide from memory, instead of getting flustered. An example might be: Edgewood is similar to Edgewater, the subdivision where I used to live; I had only 11 minutes in Section A, not 1100. Now, when you try to recall the coding guide from memory, you will have worked extra hard to insure that you can confidently get started.

Sample Questions: Take 8 minutes and MEMORIZE the coding guide from the previous section:

Coding Guide	
Address Range	Delivery Route
1100-1679 Edgewood Dr 700-800 Amelia Street 30-60 Hwy 53	A
1680-1800 Edgewood Dr 61-99 Hwy 53	B
12000-15000 Shelton Rd 1-30 State Rte 12 801-1000 Amelia Street	C
All mail that doesn't fall in one of the address ranges above.	D

Next, answer the following questions **FROM MEMORY. DO NOT LOOK AT THE GUIDE:**

Address	Delivery Route			
1. 75 Hwy 53	A	B	C	D
2. 955 Amelia Street	A	B	C	D
3. 1522 Edgewood Dr	A	B	C	D
4. 55 State Rte 12	A	B	C	D
5. 13000 Shelton Rd	A	B	C	D
6. 42 Hwy 53	A	B	C	D
7. 25 State Rte 15	A	B	C	D
8. 1677 Edgewood Dr	A	B	C	D
9. 900 Amelia Street	A	B	C	D
10. 11000 Shelton Rd	A	B	C	D

Answer for question 1: B; Delivery route B serves that address.

Answer for question 2: C; Delivery route C serves that address.

Answer for question 3: A; Delivery route A serves that address.

Answer for question 4: D; The address range given for State Rte 12 is only 1-30; 55 is outside of the range, and therefore the answer is D.

Answer for question 5: C; Delivery route C serves that address.

Answer for question 6: A; Delivery route A serves that address.

Answer for question 7: D; There is no State Rt. 15 on the coding guide and therefore the answer is D.

Answer for question 8: A; Delivery route A serves that address.

Answer for question 9: C; Delivery route C serves that address

Answer for question 10: D; The address range given for Shelton Road starts at 12000. Since 11000 is outside of that range, the answer is D.

The Memory Section of Part C is scored as follows:

- You receive one point for every correct answer, and no points for questions you do not answer.
- Like Part A, 1/3 of a point will be deducted for each wrong answer.

You SHOULD NOT GUESS in this section. Both the Coding and Memory Sections are scored the same.

After the Assessment

Exam Scoring

Tests are sent to the National Test Administration Center to be scored. As indicated above, each part of the exam is scored differently. The following table shows the scoring for each part.

	Correct Answer	Wrong Answer	Guess?
Part A	+1 point	-1/3 point	NO
Part B	+1 point	No penalty	YES
Part C	+1 point	-1/3 point	NO
Part D	Scoring Method Not Known		

Part A

You receive one point for every correct answer, and no points for questions you do not answer.

For each wrong answer, 1/3 of a point will be subtracted from the points you do have.

Part B

You receive one point for every correct answer, and no points for questions you do not answer.

Unlike Part A, there is no penalty for wrong answers; your score is simply the number of answers you get right.

Part C

Both sections of Part C, Coding and Memory, are scored the same.

You receive one point for every correct answer, and no points for questions you do not answer.

Like Part A, 1/3 of a point will be deducted for each wrong answer.

Part D

There are no correct or incorrect answers. The USPS has not released any specific information on how this section is scored or evaluated.

The above scores, your "raw" scores, will be added together. The USPS then uses a formula to convert this score to a basic rating, a number between 1 and 100. A basic rating of **70** is required in order to pass Exam 473 and be considered further for employment.

Following your exam, an e-mail message will be sent to you immediately, and you will receive a "Notice of Rating." Assuming you receive a passing score, your score may be used until the date shown on this Notice. If you receive notice of an ineligible rating, you must wait at least 120 days until you can take test 473 again. This retest period applies whether you failed the online or the proctored part of the test. Moreover, you will only be able to retake the exam if you apply for another job requiring the same exam; your new passing test score cannot be added to applications you submitted previously.

If you receive notice of an eligible score on Test 473, you should keep a close eye on your e-mails for communications from the USPS regarding your employment application. If you are to be scheduled for an interview, the Postal Service will contact you via e-mail.

If you are not selected for the particular job you applied for, you can immediately apply for another vacant position. Because the USPS has such a large number of applicants, it is not possible for them to answer questions directly by providing a phone number. You simply must wait for the USPS to contact you after you submit an online application.

SECTION 4

FIRST-STEP QUIZZES AND PRACTICE TESTS

By now you understand the importance of practicing before you actually take Test 473. This guide includes the following practice tests:

	Test	Page
1.	Inventory of Personality and Experience Practice Test	62
2.	Address Checking First-Step Quiz	85
3.	Address Checking Practice Test 1	91
4.	Address Checking Practice Test 2	99
5.	Address Checking Practice Test 3	107
6.	Forms Completion Practice Test 1	115
7.	Forms Completion Practice Test 2	127
8.	Forms Completion Practice Test 3	139
9.	Coding/Memory First-Step Quiz 1	151
10.	Coding/Memory Practice Test 1	159
11.	Coding/Memory Practice Test 2	167
12.	Coding/Memory Practice Test 3	175

All practice tests include an Answer sheet for marking your answers. All practice tests also include an Answer key, except the Inventory of Personality and Experience Practice Test.

Smart

TIP

MAKE COPIES OF THE ANSWER SHEETS BEFORE YOU GET STARTED. This will allow you to retake the practice tests over and over in order to best be prepared for EXAM 473.

SECTION 4-A

TESTING: PERSONALITY & EXPERIENCE TEST

Inventory of Personality and Experiences Practice Test

Take 30-45 minutes to answer the following questions:

1. I always plan ahead.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
2. I like for someone else to be in charge.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
3. I stand up for myself.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
4. I have called in sick when I really wasn't.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
5. I enjoy working in groups.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

6. I don't mind repeating the same task over and over.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
7. I like following rules.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
8. I enjoy change in the workplace.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
9. I become frustrated when leaders don't listen to me.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
10. I always do my best when at work.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
11. I don't let other's problems affect my work.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
12. I enjoy meeting new people.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

13. I make up my own rules, and don't necessarily follow directions.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
14. I respect those in authority.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
15. Rude people irritate me.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
16. I love being outdoors.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
17. I have a wide variety of friends.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
18. I am a "people person."
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
19. I have good handwriting.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

20. I like learning new skills.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
21. I pay attention to details.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
22. I am a good listener.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
23. I work well under pressure.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
24. I am good at finding solutions to problems.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
25. If I caught a co-worker stealing, I would tell my supervisor.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
26. I get bored easily.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

27. I have trouble staying focused if the room is noisy.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

28. I like to exercise.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

29. I am a hard worker.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

30. I am a risk taker.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

31. I prefer to work by myself.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

32. I avoid conflict.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

33. I do not like to travel far to work.

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

34. I can work on several things at once and still do a good job.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
35. I look for ways to improve my performance.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
36. I get along with all different kinds of people.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
37. I was involved in activities in high school.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
38. I am always on time for appointments.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
39. I do not like to be interrupted while working.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
40. I would offer help to a co-worker if I saw they needed it.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

41. I get upset when I see others breaking rules.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
42. Some employees work harder than others.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
43. Co-workers see me as a leader.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
44. I do not feel comfortable making important decisions.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
45. I like hearing other people's suggestions about my work.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
46. I am a quick learner.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
47. I am intimidated by authority.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

48. On-the-job safety is important to me.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
49. I do not mind last-minute schedule changes.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
50. I avoid gossip.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
51. I often state my opinion even when not asked.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
52. I don't mind staying late to finish a project.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
53. I speak up when I think something is unfair.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
54. I apologize when I am wrong.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

55. I like to plan ahead.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
56. I get frustrated when others are slower than I am.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
57. I like to share credit for successes with other co-workers.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
58. I don't mind sitting down for long periods at work.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
59. I should get a lunch break at the same time every day.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
60. Co-workers would say I have good people skills.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
61. I have a bad temper.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

62. It's okay to take something from work, like a pen.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
63. I have a good memory.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
64. I prefer handling tasks all by myself.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
65. I don't have a problem asking for help.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
66. I should be informed about Management's decisions that affect my job.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
67. I get discouraged when I perform badly.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
68. I am good at encouraging other people when they are sad.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

69. I like working with numbers.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
70. I enjoy reading for pleasure.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
71. If I had a work desk, it would be very organized.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
72. Wearing my seatbelt is important.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
73. I am a fast typist.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
74. I like to get to know about the people I work with.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
75. I like for someone to show me what to do, rather than tell me.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

76. I admit when I am wrong.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
77. I treat others with respect.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
78. I get frustrated when others don't understand me.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
79. I keep my car well maintained for safety reasons.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
80. I like to work by myself.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
81. I can remain calm when those around me are anxious or frustrated.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

82. Others respect me.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
83. I like to be in charge of projects.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
84. I am a "morning person."
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
85. I let the weather affect my mood.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
86. I let others affect my mood.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
87. I let my mood affect my work.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
88. I can take criticism.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

89. I am not afraid of trying new things.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
90. Workplaces should be safe for employees.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
91. I can listen to other opinions, even when I think I'm right.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
92. I like to plan for my future.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
93. I make friends easily.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
94. I can push myself physically.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
95. I can work quickly and still do a good job.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

96. I like to hear what others think about my work –good or bad.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
97. I often get in disagreements with others.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
98. I spend a lot of time outside.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
99. I like finding solutions to problems.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
100. I let others take credit for my work.
- A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree
101. I speak up when I see a mistake in someone else's work.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
102. I volunteer to do work no one else wants to do.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never

103. I need to have directions repeated to me in order to perform a task.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
104. I offer encouragement to others when they are down.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
105. I get speeding tickets.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
106. I get involved in other people's disagreements.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
107. I work on several projects at the same time.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
108. I teach myself new things.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
109. I am placed in positions of leadership.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never

110. I lose my car keys.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
111. I work at a faster pace than those around me.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
112. I volunteer suggestions without being asked.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
113. I meet deadlines.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
114. I arrive early for appointments.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
115. I try to look on the bright side of things.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
116. I let my personal life interfere with my work.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never

117. I make friends with my coworkers.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
118. I show respect to those in authority.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
119. I am willing to compromise in order to get the job done.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
120. I complain about my work.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
125. I get frustrated when I am not given enough time to finish.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
126. I challenge authority when I don't agree with policy.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
127. I ask others to review my work.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never

128. Co-workers ask me for advice.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
129. I apologize when I make mistakes.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
130. I get into arguments with others.
- A. Very Often
 - B. Often
 - C. Sometimes
 - D. Never
131. Which word best describes your personality?
- A. Outgoing
 - B. Nurturing
 - C. Quiet
 - D. Dependable
 - E. Happy
 - F. Not Sure
132. I like working best
- A. Alone
 - B. With one other person
 - C. In a small group
 - D. Alone, but with Supervision
 - E. In a large group
 - F. Any of the above
133. My talent is mostly in the area of
- A. Numbers
 - B. Interacting with people
 - C. Organization
 - D. Problem-Solving
 - E. Leadership
 - F. Not Sure

134. I mostly enjoy
- A. Learning a new skill
 - B. Getting praise for good work
 - C. Winning an argument
 - D. Making someone happy
 - E. Finding something that was missing
 - F. I enjoy all of these the same
135. I would do best at a job where I
- A. Met new people all day
 - B. Stayed with familiar people all day
 - C. Worked by myself all day
 - D. Worked outside all day
 - E. Sat at a desk all day
 - F. Not Sure

Inventory of Personality and Experiences Practice Test

ANSWER SHEET (Page 1 of 2)

- | | | |
|---|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D | 61. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D | 62. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D | 63. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D | 64. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D | 65. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D | 66. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D | 67. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D | 68. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D | 69. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D | 70. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D | 71. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D | 72. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D | 73. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D | 74. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D | 75. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D | 76. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D | 77. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D | 78. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D | 79. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D | 80. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D | 81. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D | 82. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D | 83. ☐ A ☐ B ☐ C ☐ D |
| 24. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D | 84. ☐ A ☐ B ☐ C ☐ D |
| 25. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D | 85. ☐ A ☐ B ☐ C ☐ D |
| 26. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D | 86. ☐ A ☐ B ☐ C ☐ D |
| 27. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D | 87. ☐ A ☐ B ☐ C ☐ D |
| 28. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D | 88. ☐ A ☐ B ☐ C ☐ D |

29. ☐ A ☐ B ☐ C ☐ D

30. ☐ A ☐ B ☐ C ☐ D

59. ☐ A ☐ B ☐ C ☐ D

60. ☐ A ☐ B ☐ C ☐ D

89. ☐ A ☐ B ☐ C ☐ D

90. ☐ A ☐ B ☐ C ☐ D

Inventory of Personality and Experiences Practice Test

ANSWER SHEET (Page 2 of 2)

91. ☐ A ☐ B ☐ C ☐ D

92. ☐ A ☐ B ☐ C ☐ D

93. ☐ A ☐ B ☐ C ☐ D

94. ☐ A ☐ B ☐ C ☐ D

95. ☐ A ☐ B ☐ C ☐ D

96. ☐ A ☐ B ☐ C ☐ D

97. ☐ A ☐ B ☐ C ☐ D

98. ☐ A ☐ B ☐ C ☐ D

99. ☐ A ☐ B ☐ C ☐ D

100. ☐ A ☐ B ☐ C ☐ D

101. ☐ A ☐ B ☐ C ☐ D

102. ☐ A ☐ B ☐ C ☐ D

103. ☐ A ☐ B ☐ C ☐ D

104. ☐ A ☐ B ☐ C ☐ D

105. ☐ A ☐ B ☐ C ☐ D

106. ☐ A ☐ B ☐ C ☐ D

107. ☐ A ☐ B ☐ C ☐ D

108. ☐ A ☐ B ☐ C ☐ D

109. ☐ A ☐ B ☐ C ☐ D

110. ☐ A ☐ B ☐ C ☐ D

111. ☐ A ☐ B ☐ C ☐ D

112. ☐ A ☐ B ☐ C ☐ D

113. ☐ A ☐ B ☐ C ☐ D

114. ☐ A ☐ B ☐ C ☐ D

115. ☐ A ☐ B ☐ C ☐ D

121. ☐ A ☐ B ☐ C ☐ D

122. ☐ A ☐ B ☐ C ☐ D

123. ☐ A ☐ B ☐ C ☐ D

124. ☐ A ☐ B ☐ C ☐ D

125. ☐ A ☐ B ☐ C ☐ D

126. ☐ A ☐ B ☐ C ☐ D

127. ☐ A ☐ B ☐ C ☐ D

128. ☐ A ☐ B ☐ C ☐ D

129. ☐ A ☐ B ☐ C ☐ D

130. ☐ A ☐ B ☐ C ☐ D

131. ☐ A ☐ B ☐ C ☐ D

132. ☐ A ☐ B ☐ C ☐ D

133. ☐ A ☐ B ☐ C ☐ D

134. ☐ A ☐ B ☐ C ☐ D

135. ☐ A ☐ B ☐ C ☐ D

116. (A) (B) (C) (D)

117. (A) (B) (C) (D)

118. (A) (B) (C) (D)

119. (A) (B) (C) (D)

120. (A) (B) (C) (D)

SECTION 4-B

TESTING: ADDRESS CHECKING

Address Checking First-Step Quiz

You do not need to time this First-Step Quiz.

Directions: Determine whether the addresses are alike or different. Mark either A or D on the First-Step Quiz answer sheet on the next page. Check your answers using the First-Step Quiz answer key.

- | | |
|---------------------------|-----------------------|
| 1. P.O. Box 147325 | P.O. Box 147325 |
| 2. 6175 Peachtree Ave | 6175 Peachtree Ave |
| 3. Main Street | Mane Street |
| 4. Sacramento, CA | Sacramento, GA |
| 5. 7391 Louray Dr | 7391 Louray Dr |
| 6. Raleigh, NC | Raleigh, SC |
| 7. 350 College Hill Dr | 350 College Hill Dr |
| 8. 3194 Abby Lane | 3195 Abby Lane |
| 9. P.O. Box 3111 | P.O. Box 311 |
| 10. Lititz, PA | Lititz, PA |
| 11. Many, LA | Manny, LA |
| 12. 1225 Roundtree Ave. | 1225 Roundtree Lane |
| 13. 335 Shelton Road | 335 Shelton Road |
| 14. Hattiesburg, MS | Harrisburgh, PA |
| 15. 4608 N Bourbon St. | 4608 N Bourbon St. |
| 16. Park City, UT | Park City, UT |
| 17. 4322 Dove Drive | 4322 Dover Drive |
| 18. Rural Rte 534 | Rural Rte 543 |
| 19. 2020 Clover Dr. | 2020 Clover Cir |
| 20. Apt. 24B | Apt. 24B |
| 21. 777 Dogwood Ave | 777 Dogwood Ave |
| 22. 2929 Boulder Creek Dr | 2299 Boulder Creek Dr |
| 23. 201 State Street | 201 State Street |
| 24. P.O. Box 8923 | P.O. Box 8623 |
| 25. Hot Springs, AR | Hot Springs, AZ |
| 26. 87 Tillman Road | 87 Tilman Road |
| 27. 8345 Wysteria Way | 8345 Wysteria Way |
| 28. Branson, MO | Bronson, MO |
| 29. 2205 Leery St | 2205 Leary St |

30. 30033	30083
31. Rte 44 Box 8	Rte 44 Box 8
32. 1213 S 9 th Ave.	1213 W 9 th Ave.
33. 1818 Edison Road	18181 Edison Road
34. Sevierville, TN	Sevierville, TN

Address Checking First-Step Quiz

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 21. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 22. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 23. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 24. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 25. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | |
| 16. ☐ A ☐ B ☐ C ☐ D | |
| 17. ☐ A ☐ B ☐ C ☐ D | |
| 18. ☐ A ☐ B ☐ C ☐ D | |
| 19. ☐ A ☐ B ☐ C ☐ D | |
| 20. ☐ A ☐ B ☐ C ☐ D | |

Address Checking First-Step Quiz

ANSWER KEY

1. A.
2. A.
3. D. One is Main, the other Mane.
4. D. One is CA, the other is GA.
5. A.
6. D. One is NC, the other is SC.
7. A.
8. D. One is 3194, the other is 3195.
9. D. One is 3111, the other is 311.
10. A.
11. D. One is Many, one is Manny.
12. D. One is Ave., the other is Lane.
13. A.
14. D. Two different names and states.
15. A.
16. A.
17. D. One is Dove, the other is Dover.
18. D. One is 534, the other 543.
19. D. One is Dr, the other Cir.
20. A.
21. A.
22. D. One is 2929, the other is 2299.
23. A.
24. D. One is 8923, the other is 8623.
25. D. One is AR, the other is AZ.
26. D. One is Tillman, the other is Tilman.
27. A.
28. D. One is Branson, the other Bronson.
29. D. One is Leery, the other Leary.
30. D. One is 30033, the other is 30083.
31. A.
32. D. One is S, the other W.
33. D. One is 1818, the other 18181
34. A.

Address Checking Practice Test 1

Answer Key:

A) No Errors

C) ZIP Code Only

B) Street Address Only

D) Both

	Correct Address	
	Address	ZIP Code
1.	4710 E. Asahi Rd. Commerce, GA	39157
2.	15399 Benson Ln. Chicago, IL	60068-1409
3.	2014 Simpleton Ave. Port Allen, LA	70764
4.	2500 Beechers Brook Vancouver, WA	98622
5.	3060 Kimamy Ln. Nashville, TN	38714
6.	6666 Ravenhurst Dr. Florence, SC	29057-3500
7.	3874 Sandalwood Place Leesburg, VA	20079
8.	18300 SW 5 th Ave. Apt. C Greenwich, CT	08157
9.	922 Newcut St. Maysville, TN	37803-3192
10.	378 Tryon St. Amarillo, TX	79103
11.	18990 Greenbriar Way Detroit, MI	48307-2108
12.	12601 Guidry Ave. Shreveport, LA	71119
13.	42951 Oahu Lake Dr. Honolulu, HI	96818
14.	3145 Cooper Ln. Corona, GA	92879-2109
15.	6903 W. Jackson Loop Indianapolis, IN	46228-0122
16.	81309 Hwy 332 Tampa, FL	33611-0201
17.	198-D Shepherd Cir. Laramie, WY	87511
18.	9219 SW Chesterton Ave. Staton Island, NY	13051-5211
19.	1414 Menlo Dr. Columbus, OH	43185
20.	6016 Columbine St. Silver Springs, FL	10904
21.	326 Wehunt Rd. Hoschton, GA	30548
22.	7723 Florida Blvd. Baltimore, MD	21237-5020
23.	1700 N. Lexington Ave.	48709

	Addresses To Be Corrected	
	Address	ZIP Code
	4170 E. Asahi Rd. Commerce, GA	39157
	15399 Benson Ln. Chicago, IL	60053-1409
	2014 Simpleton Ave. Port Hudson, LA	70767
	2500 Bechers Brook, Vancouver, WA	98633
	3060 Kimamy Ct. Nashville, TN	38714
	9999 Ravenhurst Dr. Florence, SC	29056-3500
	3874 Sandalwood Place Leesburg, VA	20709
	38100 SW 5 th Ave. Apt. C Greenwich, CT	08157
	922 Newcut St. Maysville, TN	37803-3192
	378 Tryon St. Amaryllis, TX	79108
	18990 Greenbriar Ct. Detroit, MI	48307-2108
	12601 Guidry Ave. Shreveport, LA	71119
	42951 Oahu Lake Dr. Honolulu, HI	96813
	3145 Cooper Ln. Corona, GA	92879-2109
	6903 W. Jackson Loop Indianapolis, IN	46228-0122
	81309 Hwy 332 Tifton, FL	33611-0120
	198-D Shepherd Cir. Laramy, WY	87511
	9219 SW Chesterton Ave. Staton Island, NY	13051-5211
	1414 Menlo Dr. Columbus, OH	43115
	6016 Columbine St. Silver Springs, FL	10904
	326 Wehunt Rd. Houston, GA	30548
	7723 Florida Blvd. Baltimore, MD	21237-5020
	1700 S. Lexington Ave.	44709

	Correct Address	
	Address	ZIP Code
	Boise, ID	
24.	10597 Pleasant Hill Rd. Worcester, MA	01610
25.	5513 Glenmore Ave. Hattiesburg, MS	39401-5212
26.	14417 Mathis St. Fort Wayne, IN	46806-1028
27.	51498 Laurel St. SW Seattle, WA	98146-2109
28.	3741 Grapevine Cir. Albuquerque, NM	87110-2181
29.	172 W. Corporate Blvd. Waterburg, CT	06704-5109
30.	8402 10 th St. New Orleans, LA	70127-2105
31.	6794 King Charles Ct. Virginia Beach, VA	23454-2370
32.	9305 E. 81 st St. Tulsa, OK	74107
33.	1116 Sullivan Rd. Macomb, MI	48042
34.	29301 Tracy Ave. Fort Worth, TX	76131-0129
35.	3675 Daisy Dr. Madison, WI	53711-0109
36.	2009 Pixie Pkwy Pittsburgh, PA	15218-2109
37.	P.O. Box 62144 Washington, DC	26566-3114
38.	72019 E. 1 st St. Grand Rapids, MI	48206
39.	6 Winston Dr. Bronx, NY	10452
40.	900 Barhorst St. Seattle, WA	98755
41.	20307 Government Pl. Charlotte, NC	28202
42.	P.O. Box 5147 San Francisco, CA	94107
43.	558 Stopper Cir. Lexington, KY	40512
44.	A-149 Birchtown Way Newark, NJ	09712-0571
45.	7000 London Circle Rochester, NY	16497-5608
46.	8686 Rider Dr. Tuscaloosa, AL	34571
47.	A-416 Waverly Ave. Richmond, VA	22398
48.	902 Cameron Street Oak Park, IL	60953-4017

Addresses To Be Corrected	
Address	ZIP Code
Boise, ID	
10597 Pleasant Hill Dr. Worcester, MA	11660
5513 Glenmore Ave. Hattiesburg, MS	39401-5212
14417 Mathis St. Fort Wayne, IN	46806-1028
51498 Laurel St. Seattle, WA	98146-2109
3741 Grapevine Cir. Albuquerque, NM	87110-1821
172 W. Corporate Blvd. Waterburg, CO	06704-5109
8400 10 th St. New Orleans, LA	70127-2105
6794 King Charles Ct. Virginia Beach, VA	23456-2370
9305 W. 81 st St. Tulsa, OK	74007
1116 Sullivan Rd. Macomb, MI	48042
29301 Tracey Ave. Fort Worth, TX	76131-0129
3675 Daisy Dr. Madison, MI	53911-0109
2009 Pixie Pkwy Pittsburg, PA	13218-2109
P.O. Box 63114 Washington, DC	26555-3114
72019 E. 1 st St. Grand Rapids, MI	48206
6 Winston Dr. Bronx, NY	10452
9011 Barhorst St. Seattle, WA	98755
20307 Government Pl. Charlotte, NC	28802
P.O. Box 1547 San Francisco, CA	94109
558 Stopper Cir. Lansing, KY	40612
A-149 Birchtown Way Newark, NJ	09712-0571
7001 London Circle Rochester, NY	16497-5608
8686 Rider Dr. Tuscaloosa, AL	34571
A-416 Waverly Ave. Richmond, VA	22398
902 Cameron Street Oak Park, IL	60952-4017

	Correct Address	
	Address	ZIP Code
49.	499 Holmes Lane Sarasota, FL	34236
50.	12199 McKinny St. Neward, DE	19713-0492
51.	101 Azalea Ave. Monroe, LA	71291
52.	2248 Swisler St. Yorktown, VA	22191-2651
53.	1016 US Hwy 15 N Kalamazoo, MI	49009-4120
54.	1799 N. 12 th St. Boulder, CO	80301-2158
55.	8856 Euclid Ave. Topeka, KS	46611
56.	62890 Chandler Ave. Portland, OR	97224-8010
57.	1562 S. Cloverdale St. Mesa, AZ	85202-7211
58.	7208 Carrolton Blvd. Greer, SC	29650
59.	19500 Beachfront Cir. Mobile, AL	36608-0391
60.	3149 Libertybelle Ave. Garrett Park, MD	20896-0052

Addresses To Be Corrected	
Address	ZIP Code
499 Holmes Lane Sarasota, FL	34436
12999 McKinny St. Newark, DE	18713-0492
101 Azalea Ave. Monroe, LA	71291
2248 Swiffer St. Yorktown, VA	22191-2651
1016 US Hwy 15 N Kalamazoo, MI	49009-4120
1799 N 12 th St. Boulder, CO	80301-2158
8856 Euclid Ave. Topeka, KS	66611
62896 Chandler Ave. Portland, OR	97224-8010
1562 S. Cloverhill St. Mesa, AZ	85202-7211
7208 Carrolton Blvd. Greer, NC	29630
19500 Beachfront Cir. Mobile, AL	36666-0055
3149 Liberty Belle Ave.	20896-0055

Address Checking Practice Test 1

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 24. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 25. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 26. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 27. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 28. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |

29. ☐ A ☐ B ☐ C ☐ D

30. ☐ A ☐ B ☐ C ☐ D

59. ☐ A ☐ B ☐ C ☐ D

60. ☐ A ☐ B ☐ C ☐ D

Address Checking Practice Test 1

ANSWER KEY

- | | |
|------|-------|
| 1. B | 35. D |
| 2. C | 36. C |
| 3. D | 37. D |
| 4. D | 38. A |
| 5. B | 39. A |
| 6. D | 40. B |
| 7. C | 41. C |
| 8. B | 42. D |
| 9. A | 43. D |
| 10.D | 44. A |
| 11.B | 45. B |
| 12.A | 46. A |
| 13.C | 47. B |
| 14.A | 48. C |
| 15.A | 49. C |
| 16.D | 50. D |
| 17.B | 51. A |
| 18.A | 52. B |
| 19.C | 53. A |
| 20.A | 54. A |
| 21.B | 55. C |
| 22.A | 56. B |
| 23.D | 57. B |
| 24.D | 58. D |
| 25.A | 59. C |
| 26.A | 60. D |
| 27.B | |
| 28.C | |
| 29.B | |
| 30.B | |
| 31.C | |
| 32.D | |
| 33.A | |
| 34.B | |

Address Checking Practice Test 2

[insert address checking practice test #2, followed by an answer sheet]

Address Checking Practice Test 2

Answer Key:

A) No Errors

C) ZIP Code Only

B) Street Address Only

D) Both

	Correct Address	
	Address	ZIP Code
1.	P.O. Box 52 Scottsdale, AZ	852454
2.	5565 Rosey Lane Protem, MD	65733
3.	99891 Evergreen Way Fort Campbell, KY	52223
4.	200 5 th Ave. South #300 St. Petersburg, FL	33701-4313
5.	3652 Yeoman's Plaza Minneapolis, MN	55416
6.	P.O. Box 62616 Chicago, IL	60612-0344
7.	2602 Scales Street Washington, DC	20037-8001
8.	8816 Buford Hwy Duluth, GA	30167
9.	59212 Old Alabama Rd. Fishers Island, NY	06390
10.	64 E 52 nd St. Pueblo, CO	30385-1121
11.	99309 Walker Ave. Crystal City, VA	22202
12.	26 Wax Myrtle St. Boston, MA	02115-6234
13.	4127 Winder Hwy NE Houston, TX	77063
14.	30 ALT 90 W Miami, FL	33130-2847
15.	17165 Walker's Landing Ketchikan, AK	99950
16.	7832 Martin Farm Rd. Denver, CO	80202-6043
17.	1220 Satellite Blvd. Des Moines, IA	60604
18.	21682 Louellen Cir. San Francisco, CA	94111
19.	227 Hamilton Mill Rd. Bakersfield, CA	97342-2911
20.	2525 Porter Place Keene, NH	03060

	Addresses To Be Corrected	
	Address	ZIP Code
	P.O. Box 52 Scottsdale, AZ	85254
	5565 Rosey Lane Protem, MD	65733
	99891 Evergreen Way Fort Campbell, KY	42222
	200 5 th Ave. South #300 St. Petersburg, FL	33701-4313
	3652 Young Plaza Minneapolis, MN	55416
	P.O. Box 62616 Chicago, IL	60612-0344
	2602 Scales Street Washington, DC	20037-8001
	8816 Buford Hwy Duluth, GA	30117
	55212 Old Alabama Rd. Fishers Island, NY	00690
	64 W 52 nd St. Pueblo, CO	30385-1121
	99309 Walker Ave. Crystal Cove, VA	22262
	26 Wax Myrtle St. Boston, MA	02115-6234
	4127 Winder Hwy NE Houston, TX	77063
	30 ALT 90 W Miami, FL	33180-2847
	17165 Walker's Landing Ketchikan, AK	99650
	7732 Martin Farm Rd. Denver, CO	80202-6043
	1012 Satellite Blvd. Des Moines, IA	60601
	21682 Louann Cir. San Francisco, CA	94111
	227 Hamilton Mill Rd. Bakersfield, CA	97342-2911
	2525 Porter Place Keene, NH	00360

	Correct Address	
	Address	ZIP Code
21.	66717 Clairmont Rd. Clearwater, FL	33762
22.	P.O. Box 85677 Seattle, WA	98101-5921
23.	4461 Fair Oaks Lane Knoxville, TN	36152
24.	1 Ocean Way Clearwater, FL	33762
25.	7106 E. Cascade Trail Little Rock, AR	72287
26.	18-A Sunrise Ave. Montpelier, VT	05603
27.	483 Capital St. Baton Rouge, LA	70810
28.	756 Jolly Dr. Myrtle Beach, SC	29587-1191
29.	1 Jones Financial Blvd. Gardner, ME	04345
30.	P.O. Box 5161 Campbell, CA	95008
31.	8842 Gainesville Hwy Plainfield, NY	10001-1472
32.	85 East 14 th St. Birmingham, AL	85214
33.	50 Ormand Ave Ogden, VT	84401
34.	16852 Cullen's Way Aurora, IL	60504
35.	P.O. Box 3222 Florence, MS	48206
36.	607 Meryl Street Bellevue, WA	98006
37.	2805 Camelia Apt. B Grafton, WV	59067-8221
38.	5391 Austin Ave. Grand Rapids, MI	38310-8496
39.	211 E. Tower Park Hammond, LA	38369
40.	3719 Sherwood Forest Blvd. Providence, RI	11079-3917
41.	P.O. Box 126751 Queens, NY	48621-0489
42.	3324 Whitehawk St. Fresno, CA	95469-3578
43.	680 Fan Dr. Hartford, CT	20065-2613
44.	11119 Foxtrot Ct. Eugene, OR	99378
45.	8201 S. 212 th St. Raleigh, NC	27613
46.	5505 Mill Creek Rd. Sioux Falls, SD	57108-0986

Addresses To Be Corrected	
Address	ZIP Code
66717 Clairmont Rd. Clearwater, FL	33762
P.O. Box 85677 Seattle, WA	98101-5922
4461 Fair Oaks Cir. Knoxville, TN	36152
1 Ocean's Way Clearwater, FL	33762
7106 W Cascade Trail Little Rock, AR	82287
18-A Sunrise Ave. Montpelier, VT	05603
4836 Capital St. Baton Rouge, LA	70810
756 Jolly Dr. Myrtle Beach, SC	29857-1191
1 James Financial Blvd. Gardner, ME	09395
P.O. Box 51611 Campbell, CA	96008
8842 Gainesville Hwy Plainfield, NY	10001-1472
85 East 14 th St. Birmingham, AL	85214
50 Ormand Ave Ogden, VT	84401
16852 Cullen's Court Aurora, IL	60504
P.O. Box 3222 Florence, MS	48206
607 Meryl Street Bellevue, MA	98006
2805 Camilla Apt. B Grafton, WV	59067-8212
5391 Austin Ave. Grand Rapids, MI	38310-8496
210 E. Tower Park Hammond, LA	38369
3719 Sherwood Forest Blvd. Providence, RI	11077-3917
P.O. Box 126701 Queens, NY	48621-0489
3324 Whitehawk St. Fresno, CA	95469-3578
680 Fan Dr. Hartford, CT	20065-2613
11109 Foxtrot Ct. Eugene, OR	99378
8201 S. 212 th St. Raleigh, NC	27613
5505 Mill Creek Dr. Sioux Falls, SD	58208-0986

	Correct Address	
	Address	ZIP Code
47.	2274 Post Oak Trail Madison, WI	46793
48.	771 N 74 th St. Tulsa, OK	74107
49.	347 McKenzie Farm Trail Silver Springs, MD	20902-3103
50.	P.O. Box 46 Tupelo, MS	38804-6291
51.	10627 Flat Shoals Rd. Covington, GA	30051-2103
52.	3421 2 nd Ave. Salt Lake City, UT	84107-3860
53.	8599 Melody Ct. Ridgewood, NJ	08753-2191
54.	1602 Henderson Dr. Modesto, CA	95350-3106
55.	1998 North Ave. Champaign, IL	61821-0031
56.	3976 Langdon Dr. Fort Wayne, IN	46806-7102
57.	81977 Ponce de Leon Ave. Saint Paul, MN	55124-0110
58.	42 E. Main St. Longmont, CO	80501
59.	1104 Chesterton Pkwy Fort Lauderdale, FL	33323-3107
60.	4175 5 th Ave. Orlando, FL	32929

Addresses To Be Corrected	
Address	ZIP Code
227 Post Oak Trail Madison, WI	46793
771 N 74 th St. Tulsa, OK	74107
347 McKenzie Farm Trail Silver Springs, MD	20902-8103
P.O. Box 46 Tupelo, MS	38604-6291
10627 Flat Shoals Dr. Covington, GA	30051-2103
3221 2 nd Ave. Salt Lake City, UT	84107-3760
8599 Melody Ct. Ridgewood, NJ	08753-2191
1602 Henderson Dr. Modesto, CA	95350-3106
1998 North Ave. Champaign, IL	61821-0031
3976 Langdon Dr. Fort Wayne, IN	46806-7102
81977 Ponce de Leon Ave. Saint Paul, MN	55129-0110
42 E. Main St. Longmont, CO	80501
1104 Chesterton Ave. Fort Lauderdale, FL	33323-3107
4175 5 th Ave. Orlando, FL	32929

Address Checking Practice Test 2

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 24. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 25. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 26. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 27. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 28. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |

29. ☐ A ☐ B ☐ C ☐ D

30. ☐ A ☐ B ☐ C ☐ D

59. ☐ A ☐ B ☐ C ☐ D

60. ☐ A ☐ B ☐ C ☐ D

Address Checking Practice Test 2

ANSWER KEY

- | | |
|-------|-------|
| 1. C | 37. D |
| 2. A | 38. A |
| 3. C | 39. B |
| 4. A | 40. C |
| 5. B | 41. B |
| 6. A | 42. A |
| 7. A | 43. A |
| 8. C | 44. B |
| 9. D | 45. A |
| 10. B | 46. D |
| 11. D | 47. B |
| 12. A | 48. A |
| 13. A | 49. C |
| 14. C | 50. C |
| 15. C | 51. B |
| 16. B | 52. D |
| 17. D | 53. A |
| 18. B | 54. A |
| 19. A | 55. A |
| 20. C | 56. A |
| 21. A | 57. C |
| 22. C | 58. A |
| 23. B | 59. B |
| 24. B | 60. A |
| 25. D | |
| 26. A | |
| 27. B | |
| 28. C | |
| 29. D | |
| 30. D | |
| 31. B | |
| 32. A | |
| 33. A | |
| 34. B | |
| 35. A | |
| 36. B | |

Address Checking Practice Test 3

Answer Key:

- A) No Errors C) ZIP Code Only
B) Street Address Only D) Both

	Correct Address	
	Address	ZIP Code
1.	856 Candler Park Dr. Bronx, NY	10452
2.	P.O. Box 1606 Protem, MO	65732
3.	15673 Creekland Ct. San Francisco, CA	94111
4.	46 W 75 th St. Raleigh, NC	27613
5.	3333 Marston Hill Dr. Orlando, FL	32929
6.	1750 Wishbone Way Myrtle Beach, SC	29587-1191
7.	4219 Covington Hwy Covington, GA	30072
8.	P.O. Box 99309 Pueblo, CO	30385-1121
9.	888 Washington St. Mobile, AL	36608-0391
10.	44681 Riverside Dr. Lawrenceville, GA	30043
11.	887 Brinkley Park Dr. Campbell, CA	95008
12.	444 State Rt. 12 Eugene, OR	99378
13.	11199 Cooperstown Pkwy Queens, NY	48621-0489
14.	P.O. Box 6678 Sioux Falls, SD	57108
15.	5079 Black Rock Mtn Dr Hartford, CT	20065-2613
16.	65656 Suwanee Ave Longmont, CO	80501
17.	1818 Walker Lane Chicago, IL	60612
18.	P.O. Box 4274 Minneapolis, MN	55416
19.	106 Cambridge Farms Dr Des Moines, IA	60604
20.	56578 W Tower Ave Crystal City, VA	22203
21.	877 42 nd St Montpelier, VT	05603
22.	9564 Morningside Dr Duluth, GA	30167

Addresses To Be Corrected	
Address	ZIP Code
886 Candler Park Dr. Bronx, NY	10453
P.O. Box 1606 Protem, MO	65732
15673 Creekland Ct. San Francisco, CA	94111
46 E. 75 th St. Raleigh, NC	27613
3333 Marston Hill Dr. Orlando, FL	32829
1780 Wishbone Way Myrtle Beach, SC	29587-1191
4219 Covington Hwy Covington, GA	30072
P.O. Box 993110 Pueblo, CO	30385-1921
888 Washington St. Mobile, AL	36608-0891
44681 Riverside Lane Lawrenceville, GA	30044
887 Brinkley Lake Dr. Campbell, CA	95000
444 State Rt. 12 Eugene, OR	99378
11199 Cooperstown Pkwy Bronx, NY	48621-0489
P.O. Box 6678 Sioux Falls, SD	57106
5079 Black Rock Mtn Dr Hartford, CT	20065-2616
65656 Suwanee Ave Longmont, CO	80501
1818 Walker Lane Chicago, IN	60612
P.O. Box 4277 Minneapolis, MN	55416
106 Cambridge Farms Dr Des Moines, IA	60604
56678 W Tower Ave Crystal City, VA	22202
877 42 nd St Montpelier, VT	05608
9565 Morningside Dr Duluth, GA	30167

	Correct Address	
	Address	ZIP Code
23.	425 Black Mtn Rd Dahlonega, GA	30533
24.	P.O. Box 7707 St. Petersburg, FL	33701-4313
25.	9945 Leland Ave Bellevue, WA	98006
26.	346 Whitehurst Blvd Chicago, IL	60612
27.	475 S 15 th St Tupelo, MS	38804-6291
28.	11909 Willow Lane Grafton, WV	59067-8221
29.	399 Bowling Rock Hwy Miami, FL	33150-2847
30.	23045 Fresno Dr. Pittsburgh, PA	15218-2109
31.	699 Brookwood St Seattle, WA	98755
32.	P.O. Box 1199 Grand Rapids, MI	48206
33.	3675 Hawkins Way Fort Worth, TX	76131
34.	12227 US Hwy 7 N Newark, DE	19713
35.	201 Bloomington Ave Yorktown, VA	22191
36.	141 S 14 th St Amarillo, TX	79109
37.	13604 Morristown Rd Rochester, NY	16497-5608
38.	32 Roundtree Cir Honolulu, HI	96818
39.	4591 Liberty Crest Dr Mobile, AL	36608-0391
40.	105 Parkson Way Monroe, LA	71291
41.	1525 S Hershey Dr Scottsdale, AZ	85254
42.	807 Dexter Ave Columbus, OH	43185
43.	A-149 Wendel Way Tuscaloosa, AL	34571
44.	P.O. Box 677 Sarasota, FL	34236
45.	1211 Newcut Rd Marysville, TN	37803-3192
46.	PO Box 999 Des Moines, IA	60604
47.	8847 Worthington Pkwy Hammond, LA	38369
48.	711 Cardinal Lakes Dr Little Rock, AR	82287

Addresses To Be Corrected	
Address	ZIP Code
4225 Black Mtn Rd Dahlonega, GA	30533
P.O. Box 7707 St. Petersburg, FL	33701-4313
9945 Leland Pkwy Bellevue, WA	98006
346 Whitehurst Ave Chicago, IL	60613
475 S 15 th St Tupelo, MA	38804-6291
11909 Willow Lane Grafton, WV	59067-8222
399 Bowling Rock Hwy Miami, FL	33150-2847
23045 Fresno Dr Pittsburgh, PA	15218-2109
699 Brookwood Dr Seattle, WA	98755
P.O. Box 1199 Grand Rapids, MI	48208
3675 Hawkins Way Fort Myers, TX	76131
12227 US Hwy 7 N Newark, DE	19713
201 Bloomington St. Yorktown, VA	22191
141 N 14 th St Amarillo, TX	79108
13604 Morristown Rd Rochester, NY	16497-5600
32 Roundtree Ct Honolulu, HI	96819
4591 Liberty Crest Dr Mobile, AL	36608-0391
105 Parkson Way Monroe, LA	71291
1526 S Hershey Dr Scottsdale, AZ	85254
807 Dexter St Columbus, OH	43185
A-149 Wendel Way Tuscaloosa, AL	34572
P.O. 677 Sarasota, FL	84236
1211 New Cut Rd Marysville, TN	37803-3192
PO Box 999 Des Moines, IA	60604
8847 Worthington Pkwy Hammond, LA	38369
711 Cardinal Lakes Dr Little Rock, AR	72287

	Correct Address	
	Address	ZIP Code
49.	6743 Winder Hwy Winder, GA	30548-6584
50.	51 Mangram St Knoxville, TN	36152
51.	227 Thompson Mill Rd Bakersfield, CA	97342
52.	2627 Douglas Street Keene, NH	03060
53.	P.O. Box 11110 Clearwater, FL	33762
54.	18-A Kai Park Dr Baton Rouge, LA	70810
55.	322 Cameron Blvd Myrtle Beach, SC	29587-1191
56.	50 Olive St Cade, NC	84401
57.	8866 Oakgrove Pkwy Ridgewood, NJ	08753-2191
58.	1600 Henderson Ave Modesto, CA	95350
59.	3421 Beasley St Silver Springs, MD	20902-3103
60.	P.O. Box 6789 Salt Lake City, UT	84107

Addresses To Be Corrected	
Address	ZIP Code
6748 Winder Hwy Winder, GA	30548-6884
51 Mangram St. Nashville, TN	36152
225 Thompson Mill Rd Bakersfield, LA	97342
2627 Douglas Street Keene, NH	03060
P.O. Box 11110 Clearwater, FL	33762
18-A Kai Park Dr Baton Rouge, LA	70819
323 Cameron Blvd Myrtle Beach, Sc	29587-1191
50 Olive St Cade, NC	84401
8867 Oakbrook Pkwy Ridgewood, NJ	08753-2194
1600 Henderson Ave Modesto, CA	95380
3421 Beasley Ave Silver Springs, MD	20902-3103
P.O. Box 6789 Salt Lake City, UT	84107

Address Checking Practice Test 3

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 24. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 25. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 26. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 27. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 28. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |

29. ☐ A ☐ B ☐ C ☐ D

30. ☐ A ☐ B ☐ C ☐ D

59. ☐ A ☐ B ☐ C ☐ D

60. ☐ A ☐ B ☐ C ☐ D

Address Checking Practice Test 3

ANSWER KEY

- | | |
|------|-------|
| 1. D | 36. D |
| 2. A | 37. C |
| 3. A | 38. D |
| 4. B | 39. A |
| 5. C | 40. A |
| 6. B | 41. B |
| 7. A | 42. B |
| 8. D | 43. C |
| 9. C | 44. C |
| 10.D | 45. B |
| 11.D | 46. A |
| 12.A | 47. A |
| 13.B | 48. C |
| 14.C | 49. D |
| 15.C | 50. B |
| 16.A | 51. B |
| 17.B | 52. A |
| 18.B | 53. A |
| 19.A | 54. C |
| 20.D | 55. B |
| 21.C | 56. A |
| 22.B | 57. D |
| 23.B | 58. C |
| 24.A | 59. B |
| 25.B | 60. A |
| 26.D | |
| 27.B | |
| 28.C | |
| 29.A | |
| 30.A | |
| 31.B | |
| 32.C | |
| 33.B | |
| 34.A | |
| 35.B | |

SECTION 4C

TESTING: FORMS COMPLETION

Forms Completion Test 1

Authorization to Hold Mail

NOTE: Give completed form to your letter carrier or your local post office.

 Holding dates range must be between 5 and 25 days.	
Postmaster: Please hold mail for:	
1. Name(s)	
2. Address	
3a. Begin Holding Mail (Date)	3b. Resume Delivery (Date)
4. ☐ Option A Please deliver all accumulated mail and resume normal delivery on the Resume Delivery date shown above.	
5. ☐ Option B I will pick up all accumulated mail when I return and do not wish mail delivery to resume until I do this. (Best option if no one will be home to receive mail or your return date may change.)	
6. Customer Signature	
For Post Office Use Only	
7. Date Received	
8a. Clerk	8b. Bin Number
9a. Carrier	9b. Route Number
To be completed by carrier for Option B Only	
☐ Accumulated mail was picked up on (date) _____.	
10a. Resume deliver on (date) _____	
10b. Carrier signature: _____	

*This is an example of a post office form.

1. In the form above, all of the following would be appropriate entries for 9a except:
 - A. 19
 - B. Judy Barlow
 - C. Jose Jimenez
 - D. Charlie Nguyen
2. The customer would like to pick up all accumulated mail upon his return. In which Box number would he select this option?
 - A. Box 3
 - B. Box 8b
 - C. Box 5
 - D. Box 2
3. How would a mail carrier indicate the date on which he resumed mail delivery?
 - A. Write "2/23/08" in Box 2.
 - B. Place an "x" in the checkbox inside Box 5.
 - C. Write "2/23/08" on line 10a.
 - D. Write his name in Box 6.
4. Numbers would be part of a correct response in the following boxes EXCEPT:
 - A. Box 2
 - B. Box 6
 - C. Box 8b
 - D. Box 9b
5. What would be an appropriate entry in Box 1:
 - A. Bi-monthly
 - B. January 3, 2008
 - C. 30533-4441
 - D. Beth Reily
6. The clerk who received this form is Roberto Kellen. In which box would he fill in his name?
 - A. Box 8a
 - B. Box 8b
 - C. Box 9b
 - D. Box 9a

RECEIPT NUMBER 9999 111 9999	RECEIPT NUMBER 9999 111 9999	Insured Mail Receipt Office 887463		DOMESTIC MAIL
		\$300 and under		
		FOR OFFICIAL USE ONLY		
		Postage	\$ 1.	Amount of Coverage: 3.
		Insurance Fee		
Handling Fee	2.			
Total Postage plus Fees	\$ 4.			
		TO: 5.		
		STREET ADDRESS (Street, Apt. Number, PO Box) 6.		
		CITY, STATE, ZIP 7.		
		☐ Fragile ☐ Perishable ☐ Liquid ☐ Hazardous		

*This is an example of a post office form.

7. In the form above, numbers would be part of a correct response in all the following boxes EXCEPT:
- A. Box 3
 - B. Box 2
 - C. Box 6
 - D. Box 5
8. A dollar amount is required in BOTH of these boxes:
- A. Box 3 and Box 5
 - B. Box 3 and Box 4
 - C. Box 5 and Box 1
 - D. Box 2 and Box 5

9. The total postage plus fees for this item is \$4.29. In which box would this amount be recorded?
- Box 7
 - Box 6
 - Box 4
 - Box 1
10. Where would the amount of Insurance Coverage be recorded?
- Box 2
 - Box 3
 - Box 6
 - Box 7
11. The recipient of this item lives in Atlanta, GA. In which box would this information be recorded?
- Box 7
 - Box 5
 - Box 2
 - Box 3
12. This item is being shipped to Marcia Schirmer. Where would her name go?
- Box 5
 - Box 4
 - Box 3
 - Box 1

Attempted Delivery Notification				
Today's Date 1.	Sender's Name 2.	Recipient's Name 3.	We will attempt to redeliver ____ more times. Item(s) can be picked up (see reverse side of this card).	
Today we attempted to deliver: ☐ Letter ☐ Package ☐ Perishable Item ☐ Other: 4.	Item is now located: ☐ at local post office (see reverse side of this card for street address) ☐ Other: 5.	Available for Pick-Up After: Date: Time: 6.	☐ At time of delivery, signature will be required. ☐ No signature required. Item Number(s) 7.	☐ Final Notice: On _____, item will be returned to sender.
☐ Item(s) Require(s) Payment: ☐ Postage Due ☐ C.O.D. ☐ Customs		Total Amount Due \$		

*This is an example of a post office form.

13. In the form above, where should the delivery employee indicate the type of item he attempted to deliver?
- A. Box 4
 - B. Box 3
 - C. Box 1
 - D. Box 6
14. Where would the item number be written?
- A. Box 6
 - B. Box 2
 - C. Box 1
 - D. Box 7
15. Choose an appropriate entry for Box 2.
- A. 2/23/08
 - B. 1717 Steve Reynolds Blvd
 - C. Caroline Mathis
 - D. 41788-2211
16. The delivery employee attempted to deliver the item on July 5, 2008. Where would this information go on the form?
- A. Box 3
 - B. Box 5
 - C. Box 7
 - D. Box 1
17. Which would be a correct entry in Box 7:
- A. Bi-monthly
 - B. January 3, 2008
 - C. Reynaldo Johnson
 - D. 1008759932
18. The item will be available for pick-up after 3:00 p.m., July 5, 2008. In which box would this be noted?
- A. On the back of the form
 - B. Box 6
 - C. Box 3
 - D. Box 4

RECEIPT NUMBER 2222 3333 4444	MAIL CERTIFICATION RECEIPT Office 887463	DOMESTIC MAIL ONLY
	*No insurance available.	
	FOR OFFICIAL USE ONLY	
	Postage	\$ 1.
	Certification Fee	2.
Return Receipt Fee (Signature Required)	3.	
Handling Fee	4.	
Total Postage plus Fees	\$ 5.	
TO: 6.		
STREET ADDRESS (Street, Apt. Number, PO Box) 7.		
CITY, STATE, ZIP 8.		

*This is an example of a post office form.

19. In the form above, all of the following would be appropriate entries for Box 3 except:
- A. 5/16/08
 - B. \$2.22
 - C. \$1.59
 - D. \$1.27
20. The total postage plus fees for this item is \$3.29. Where would this amount be entered?
- A. Box 3
 - B. Box 7
 - C. Box 5
 - D. Box 4
21. Numbers would be part of a correct entry for all these boxes EXCEPT:
- A. Box 6
 - B. Box 3
 - C. Box 2
 - D. Box 4

22. Choose an appropriate entry for Box 7.
- A. Mobile, AL 40098
 - B. 15117 Timber Ridge Dr
 - C. Raquel Dougherty
 - D. \$4.13
23. What would be an appropriate entry in Box 8?
- A. Mobile, AL 40098
 - B. January 3, 2008
 - C. 2222 3333 4444
 - D. 450 Copies
24. The receipt number for this mail certification is:
- A. 2222 3333 4444
 - B. 7/16/08
 - C. The same as the ZIP Code of the recipient
 - D. 15117 Timber Ridge Dr

MAIL CARRIER: Remove Copies 1 & 2 at Time of Delivery *DO NOT allow recipient to examine contents of item before payment. *DO NOT deliver item until payment is collected.		COD Charge on Delivery	
1. ☐ Customer paying by CHECK: Collect the amount shown below.	2. ☐ Customer paying by CASH: Collect the amount shown below.		
Check \$ 3. Amount	Cash \$ 4. Amount	TO:	
Check Number:	M.O. Number:	7.	
5.	6.		
Delivered By	Date Delivered	Received By: (Print Name and Sign)	
8.	9.		
Date Payment Sent to Sender	Date Form 9999 Submitted		
10.	11.		

*This is an example of a post office form.

25. In the form above, all of the following require a date to be recorded EXCEPT:
- A. Box 11
 - B. Box 10
 - C. Box 3
 - D. Box 9

26. The customer pays for this item with a check. In which Box number would this be indicated?
- A. Box 7
 - B. Box 2
 - C. Box 1
 - D. Box 8
27. How would the mail carrier indicate that the check was written for \$19.95?
- A. Check the small box inside Box 2 of the form.
 - B. Write "\$19.95" in Box 3.
 - C. Write "19.95" in Box 5.
 - D. There is not a place on the form to record this information.
28. This item is being delivered to Norman Bingham. Where would this be entered on the form?
- A. Box 4
 - B. Box 5
 - C. Box 6
 - D. Box 7
29. What would be an appropriate entry in Box 1:
- A. Check #588
 - B. A checkmark or "X" in the small checkbox
 - C. 30533-4441
 - D. \$12.59
30. The check number is 588. Where would this information be entered?
- A. Box 2
 - B. Box 3
 - C. Box 4
 - D. Box 5

Forms Completion Test 1

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 16. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 17. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 18. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 19. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 20. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 21. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 22. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 23. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 24. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 25. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D |

Forms Completion Test 1

ANSWER KEY

- | | |
|-------|-------|
| 1. A | 16. D |
| 2. C | 17. D |
| 3. C | 18. B |
| 4. B | 19. A |
| 5. D | 20. C |
| 6. A | 21. A |
| 7. D | 22. B |
| 8. B | 23. A |
| 9. C | 24. A |
| 10. B | 25. C |
| 11. A | 26. C |
| 12. A | 27. B |
| 13. A | 28. D |
| 14. D | 29. B |
| 15. C | 30. D |

Forms Completion Practice Test 2

		Net Wt. (4)			For Commercial Senders Only		
Detailed Description of Contents (5)	Qty. (6)	Lbs. (4a)	Oz. (4b)	Value (US \$) (7)	XY tariff number (8)	Goods Country of Origin (9)	FGH Value (10)
Check One (11) ☐ Airmail ☐ Priority ☐ Surface/Nonpriority		Total Gross Wt. (12)		Total Value (13)	Postage and Fees (14)		
Check One (15) ☐ Gift ☐ Documents ☐ Merchandise ☐ Commercial Sample ☐ Returned Goods ☐ Other – Explanation:							

*This is an example of a portion of a post office form.

- In the form above, all of the following would be appropriate entries for (4a) except:
 - 2
 - \$25
 - 1
 - 5
- The customer wants the item to be sent Airmail. In which box number would he select this option?
 - (6)
 - (5)
 - (12)
 - (11)
- How would a mail carrier indicate that the item's general category is "Gift"?
 - Place an "x" in the checkbox for "Gift" inside Box (15).
 - Write "2/23/08" in Box 2.
 - Write the word "Gift" across the top of the form.
 - There is not a place for this information on the form.
- Numbers would be part of a correct response in the following boxes EXCEPT:
 - (7)
 - (6)
 - (9)
 - (8)

5. What would be an appropriate entry in Box (9)?
- A. Japan
 - B. January 3, 2008
 - C. 30533-4441
 - D. \$15.50
6. The total postage and fees for this transaction is \$15.50. In which box would this amount be entered?
- A. (14)
 - B. (12)
 - C. (7)
 - D. (5)

THIS SECTION TO BE COMPLETED BY SENDER		THIS SECTION TO BE COMPLETED UPON DELIVERY	
1. Complete items A, B, and C. In addition, complete item D if Restricted Delivery is desired.	4.	Signature X 1.	☐ Addressee ☐ Addressee's Agent
2. Print your name and address on the reverse side of this card. Card will be returned to you.		Received by (Print Name) 2.	Date Delivered 3.
3. Attach card to the item to be mailed.		Is delivery address different from Box (A)? ☐ Yes ☐ No If YES, enter delivery address below: 5.	
(A) Mail Article Addressed to:			
(B) Mail Article Number (Copy from service label.) 6.		(C) Service Type ☐ Certified ☐ Registered ☐ Express ☐ C.O.D.	(D) Restricted Delivery? ☐ Yes ☐ NO

7. For the form above, choose an appropriate entry for Box 2.
- A. Restricted Delivery
 - B. 22229999
 - C. 2/15/08
 - D. Hunter Smith
8. The Mail Article Number on the service label is 22229999. In which Box number would this information be entered on this form?
- A. Box 4
 - B. Box 5
 - C. Box 6
 - D. Box 2

9. How would a mail carrier indicate the date on which the item was delivered?
- A. Record the date in Box 6.
 - B. Record the date in Box 3.
 - C. Tell his supervisor.
 - D. Record the date on the back of the form.
10. Numbers would be part of a correct response in the following boxes EXCEPT:
- A. Box 1
 - B. Box 3
 - C. Box 5
 - D. Box 6
11. What would be an appropriate entry in Box 5?
- A. 12 Dove Dr, Duluth, GA 30982
 - B. January 3, 2008
 - C. 30533
 - D. Alexander Buchanan
12. The person receiving this item is Joey Cummings. In which box would he sign his name?
- A. Box 6
 - B. Box 1
 - C. Box 4
 - D. Box 3

RETURN RECEIPT FOR MERCHANDISE Office 887463		DOMESTIC MAIL *No Insurance Provided	
It is my wish that a signature NOT be required for the delivery of this item. I authorize the delivery employee to indicate on this form that the item was delivered, and I understand that this signature (of the delivery employee) will constitute valid proof of delivery			
Postage	\$	1.	
Return Receipt Fee (Signature Required)	\$	2.	
Handling Fee	\$	3.	
Total Postage plus Fees	\$	4.	
RECIPIENT'S NAME *Please print clearly. 5.			
STREET ADDRESS (Street, Apt. Number, PO Box) 6.			
CITY, STATE, ZIP 7.			
Form 987654321, March 2008			

*This is an example of a post office form.

13. For the form above, choose which of the following would NOT be an appropriate entry for Box 4?
 - A. \$2.29
 - B. \$5.23
 - C. Austin, TX
 - D. \$4.00

14. The recipient's name is Alberto MacKenzie. In which Box number should this information be entered?
 - A. Box 4
 - B. Box 7
 - C. Box 6
 - D. Box 5

15. How would a mail clerk find the total amount of the postage and fees?
 - A. Write "2/23/08" in Box 2.
 - B. Write the Receipt Number in Box 4.
 - C. Write "\$3.50" in Box 1.
 - D. Add together the amounts in Boxes 1, 2, and 3.

16. Where would the recipient's street address go?
 - A. Box 5
 - B. Box 4
 - C. Box 6
 - D. Box 3

17. What would be an appropriate entry in Box 4?

- A. Bi-monthly
- B. January 3, 2008
- C. 30533-4441
- D. \$7.16

18. The Handling fee for this item is \$2.14. In which box would this amount be entered?

- A. Box 3
- B. Box 7
- C. Box 1
- D. Box 4

ORIGIN *To Be Completed by Delivery Service	
ZIP Code 1.	Delivery Date ☐ Next ☐ 2 nd ☐ 2 nd Del. Day
Postage \$ 2.	Date Accepted Mo. Day Yr.
Return Receipt Fee \$ 3.	Time Accepted ☐ A.M. ☐ P.M.
COD Fee 4.	DELIVERY: Scheduled Date Month Day
Insurance Fee 5.	DELIVERY: Scheduled Time ☐ 12:00 Noon ☐ 4:00 P.M.
Total Postage and Fees \$ 6.	Int'l Alpha Country Code
Flat Rate ☐ OR Weight Lbs. oz.	Accepting Employee's Initials 7.

DELIVERY *To Be Completed by Delivery Service		
Delivery Attempt Mo. Day 8.	Time ☐ A.M. ☐ P.M.	Employee Signature
Delivery Attempt Mo. Day	Time ☐ A.M. ☐ P.M.	Employee Signature
DELIVERY DATE Mo. Day	Time ☐ A.M. ☐ P.M.	Employee Signature

*This is an example of a post office form.

19. In the form above, \$4.15 would be an appropriate entry for all of the following boxes EXCEPT:

- A. Box 6
- B. Box 3
- C. Box 2
- D. Box 7

20. The delivery employee first attempted to deliver this item on April 12th. Where would this date be noted?

- A. Box 3
- B. Box 8
- C. Box 5
- D. Box 2

21. The delivery employee who accepted this item is Shannon Murdock. How would she indicate this on the form?
- A. Write her name under the ZIP Code in Box 1.
 - B. Place an "x" inside Box 8.
 - C. Write her initials in Box 7.
 - D. Write her name in Box 5.
22. Which of the following boxes requires a ZIP Code?
- A. Box 3
 - B. Box 2
 - C. Box 4
 - D. Box 1
23. All of these boxes require a monetary amount to be entered EXCEPT:
- A. Box 2
 - B. Box 1
 - C. Box 4
 - D. Box 6
24. The COD fee for this item is \$4.99. Where would this amount be entered?
- A. Box 1
 - B. Box 4
 - C. Box 6
 - D. Box 7

1. RECEIPT NUMBER 4444 8888 3333	INSURED MAIL RECEIPT Office 887463		DOMESTIC MAIL ONLY Over \$250	
	OFFICIAL USE ONLY			
	Postage	\$	2.	
	Insurance Fee	\$	3.	Insurance Coverage: 4.
Handling Fee		5.	☐ Fragile ☐ Liquid ☐ Hazardous	
Total Postage plus Fees	\$	6.		
RECIPIENT'S NAME <i>*Please print clearly.</i> 7.				
STREET ADDRESS (Street, Apt. Number, PO Box) 8.				
CITY, STATE, ZIP 9.				
Form 987654321, March 2008				

*This is an example of a post office form.

25. In the form above, all of the following would be appropriate entries for Box 4 except:
- A. \$250
 - B. \$350
 - C. Priority Mail
 - D. \$300
26. The customer would like to record the Receipt Number in his notebook. This information is located in which of the following boxes?
- A. Box 1
 - B. Box 9
 - C. Box 4
 - D. Box 7
27. How would a mail carrier indicate that the insurance fee is \$10.00?
- A. Write "\$10.00" in Box 2.
 - B. Write "\$10.00" in Box 4.
 - C. Write "paid" in Box 7.
 - D. Write "\$10.00" Box 3.
28. A name is required in Box:
- A. Box 2

- B. Box 7
- C. Box 3
- D. Box 4

29. The customer would like to purchase insurance coverage for this item. He would like the insurance coverage amount to be \$400. In which box would "\$400" be recorded?

- A. Box 4
- B. Box 2
- C. Box 1
- D. Box 8

30. Where would the recipient's city, state, and ZIP Code be entered?

- A. Box 8
- B. Box 7
- C. Box 9
- D. Boxes 3 and 4

Forms Completion Test 2

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 16. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 17. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 18. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 19. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 20. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 21. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 22. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 23. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 24. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 25. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D |

Forms Completion Test 2

ANSWER KEY

- | | |
|-------|-------|
| 1. B | 16. C |
| 2. D | 17. D |
| 3. A | 18. A |
| 4. C | 19. D |
| 5. A | 20. B |
| 6. A | 21. C |
| 7. D | 22. D |
| 8. C | 23. B |
| 9. B | 24. B |
| 10. A | 25. C |
| 11. A | 26. A |
| 12. B | 27. D |
| 13. C | 28. B |
| 14. D | 29. A |
| 15. D | 30. C |

Forms Completion Test 3

				Item Arrival Date & Time	
				4.	
<i>This form used for First-Class Mail or Priority Mail only..</i>					
MAILER	Sender's Name, Address, and E-mail Address If Any	Telephone	Recipient's Name and Address	Telephone	Name and signature of Clerk
	1a.	1b.	2a.	2b.	3.

- The sender's e-mail address is johnsmith@e-mail.com. Where would this be noted?
 - Box 1b
 - Box 1a
 - Box 2a
 - Box 2b
- The number 422-933-0800 would be an appropriate entry in which of the following boxes?
 - Box 1b or Box 2b
 - Box 1a or Box 2a
 - Box 1a or Box 4
 - Box 3 or Box 4
- How would a mail carrier indicate the date on which the item arrived?
 - Record the date in Box 1a.
 - Record the date in Box 2a.
 - Record the date in Box.
 - Record the date in Box 4.
- What do both 1b and 2b require?
 - A street address
 - A date
 - A monetary value
 - A telephone number

5. Where should the sender's name be entered?
- A. Box 4
 - B. Box 2a
 - C. Box 3
 - D. Box 1a
6. The Clerk approving this form is Jack Austin. Where would his name and signature go?
- A. Box 1a
 - B. Box 1b
 - C. Box 3
 - D. Box 4

1. Recipient Information		2. Item Information	
Recipient Name	1.		Quantity
Company		Expedited Mail	4.
Address 1	2a.	Overnight Guaranteed	5.
Address 2		Priority	6.
City		Parcel Post (Domestic or International)	
State	2b.	Estimated total weight of all packages _____ (in pounds)	3.
	2c.		

7. In the form above, all of the following would be appropriate entries for Box 3 EXCEPT:
- A. \$2.16
 - B. 10
 - C. 12
 - D. 23

8. The customer would like to mail this package Overnight Guaranteed. In which Box number would he select this option?
- A. Box 6
 - B. Box 5
 - C. Box 4
 - D. Box 2b
9. Where would the estimated total weight of all packages be entered?
- A. Box 6
 - B. Box 3
 - C. Box 5
 - D. Box 4
10. Numbers would be part of a correct response in the following boxes EXCEPT:
- A. Box 4
 - B. Box 6
 - C. Box 1
 - D. Box 5
11. What would be an appropriate entry in Box 2a?
- A. \$2.99
 - B. January 3, 2008
 - C. 30533-4441
 - D. 233 Crocus Lane
12. The recipient's ZIP Code is 82344-0111. Where would this be noted?
- A. Box 2c
 - B. Box 2b
 - C. Box 3
 - D. Box 2a

Recipient	Postal Employee
Name 1.	Accepted by 9.
Title 2.	Title
Company Name 3.	Date 10.
Street Address 4.	
City, State,, ZIP (9-digit) 5.	
E-mail Address 6a.	
Telephone 6b.	
Signature 7.	
Date 8.	

13. In the form above, a date is required in:
- Boxes 6a and 6b
 - Boxes 8 and 10
 - Box 9
 - Box 2
14. The recipient is employed by A-1 Advertising. Where would this information be recorded?
- Box 1
 - Box 3
 - Box 9
 - Box 7
15. The recipient's title is Account Manager. In which box would this information be recorded?
- Box 7
 - Box 1
 - Box 2
 - Box 9
16. Numbers would be part of a correct response for which of the following boxes:
- Box 1
 - Box 7
 - Box 9
 - Box 6b

17. What would be an appropriate entry in Box 10:

- A. Account Manager
- B. 401 Blueberry Dr
- C. 30533-4441
- D. 2/02/08

18. The recipient's e-mail is suesmith@e-mail.com. Where would this information be recorded?

- A. Box 6a
- B. Box 6b
- C. Box 7
- D. Box 8

Publication Title 1.		Catalog Publication Number -	
Issue Frequency 2.		This Issue Verified by	
Authorized By 2a.	Type of Advertising Authorized ☐ General ☐ Specified ☐ None	Contact Name and Telephone Number 3.	Date 4.

Print Order or Press Run (<i>Total copies printed</i>) 5.	1. Total Copies Mailed _____
	2. Other Distribution _____
	3. Remaining Copies _____
	Total (1 + 2 + 3) _____

19. In the form above, in which box would the publication title be entered?

- A. Box 1
- B. Box 3
- C. Box 4
- D. Box 5

20. In total, 500 copies of this publication were printed. Where would this information be recorded?

- A. Box 2
- B. Box 4
- C. Box 3
- D. Box 5

21. The issue frequency is bi-weekly. Where would this be noted?

- A. On the back of the form
- B. Box 2
- C. Box 3
- D. Box 4

22. Which of the following would be an appropriate entry for Box 3?
- 30533
 - \$2.45
 - March 18, 2008
 - Amy Madison, 423-998-3771
23. This form was submitted on March 18, 2008. In which box would this be noted?
- Box 2
 - Box 1
 - Box 4
 - Box 5
24. The person who authorized this publication is Samuel Carver. Where would his name be entered?
- Box 3
 - Box 4
 - Box 1
 - Box 2a

THIS SECTION TO BE COMPLETED BY SENDER		THIS SECTION TO BE COMPLETED UPON DELIVERY	
4. Complete items A, B, and C. In addition, complete item D if Restricted Delivery is desired.		Signature X	☐ Addressee ☐ Addressee's Agent
5. Print your name and address on the reverse side of this card. Card will be returned to you.		3.	4.
6. Attach card to the item to be mailed.			
(A) Mail Article Addressed to:		Received by (Print Name)	Date Delivered
1.		5.	6.
		Is delivery address different from Box (A)? ☐ Yes ☐ No If YES, enter delivery address below:	
		7.	
(B) Mail Article Number (Copy from service label.)	2.	(C) Service Type ☐ Certified ☐ Registered ☐ Express ☐ C.O.D.	(D) Restricted Delivery? ☐ Yes ☐ NO

25. In the form above, Jackson Winthrop received the delivered item. Where would his name be printed?
- Box 7
 - Box 5
 - Box 2
 - Box 6

26. The item was delivered to Jackson Winthrop on July 21, 2008. In which Box number would the date be recorded?
- A. Box 6
 - B. Box 2
 - C. Box 4
 - D. Box 3
27. How would a mail carrier indicate that the item was delivered to the addressee?
- A. Write "delivered" in Box 1.
 - B. Write "addressee" in Box 5.
 - C. Check the small checkbox marked "Addressee" in Box 4.
 - D. Ask recipient to write "received" somewhere on the form.
28. A name would be part of a correct response in the following boxes EXCEPT:
- A. Box 2
 - B. Box 1
 - C. Box 3
 - D. Box 5
29. Each of the following could be an appropriate entry for Box 2 EXCEPT:
- A. 2223339876
 - B. 565
 - C. 9000022
 - D. Johannes Blackburn
30. The item is delivered to Jackson Winthrop. Where would Mr. Winthrop enter his signature?
- A. Box 1
 - B. Box 2
 - C. Box 3
 - D. Box 6

Forms Completion Test 3

ANSWER SHEET

- | | |
|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 16. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 17. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 18. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 19. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 20. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 21. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 22. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 23. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 24. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 25. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D |

Forms Completion Test 3

ANSWER KEY

- | | |
|-------|-------|
| 1. B | 16. D |
| 2. A | 17. D |
| 3. D | 18. A |
| 4. D | 19. A |
| 5. D | 20. D |
| 6. C | 21. B |
| 7. A | 22. D |
| 8. B | 23. C |
| 9. B | 24. D |
| 10. C | 25. B |
| 11. D | 26. A |
| 12. A | 27. C |
| 13. B | 28. A |
| 14. B | 29. D |
| 15. C | 30. C |

SECTION 4-D

TESTING: CODING/MEMORY

Coding/Memory First-Step Quiz

Section 1: Coding

Answer the following questions using the Coding Guide Provided. Mark your answers on the Answer sheet on the next page.

Coding Guide	
Address Range	Delivery Route
1-99 Huntington Ln 10-200 Pleasantdale Rd 5-15 Hwy 72	A
100-200 Huntington Ln 16-40 Hwy 72	B
1000-1100 Wilmont Ave 1-10 Crockett Way 200-1500 Pleasantdale Rd	C
All mail that doesn't fall in one of the address ranges above.	D

<u>Address</u>	<u>Delivery Route</u>			
1. 6 Crockett Way	A	B	C	D
2. 29 Hwy 72	A	B	C	D
3. 155 Pleasantdale Rd	A	B	C	D
4. 62 Huntington Ln	A	B	C	D
5. 99 Crockett Way	A	B	C	D
6. 145 Huntington Ln	A	B	C	D
7. 8 Hwy 53	A	B	C	D
8. 188 Pleasantdale Rd	A	B	C	D
9. 47 Huntington Ln	A	B	C	D
10. 1500 Wilmont Ave	A	B	C	D
11. 7 Crockett Way	A	B	C	D
12. 133 Huntington Ln	A	B	C	D
13. 97 Hwy 72	A	B	C	D
14. 3000 Wilmont Ave	A	B	C	D
15. 135 Huntington Ln	A	B	C	D
16. 37 Hwy 72	A	B	C	D
17. 145 Pleasantdale Rd	A	B	C	D
18. 3545 Wilmont Ave	A	B	C	D

19.4 Crockett Way
20.175 Huntington Ln

A	B	C	D
A	B	C	D

Coding/Memory First-Step Quiz

ANSWER SHEET

Section 1: Coding

1. ☐ A ☐ B ☐ C ☐ D
2. ☐ A ☐ B ☐ C ☐ D
3. ☐ A ☐ B ☐ C ☐ D
4. ☐ A ☐ B ☐ C ☐ D
5. ☐ A ☐ B ☐ C ☐ D
6. ☐ A ☐ B ☐ C ☐ D
7. ☐ A ☐ B ☐ C ☐ D
8. ☐ A ☐ B ☐ C ☐ D
9. ☐ A ☐ B ☐ C ☐ D
10. ☐ A ☐ B ☐ C ☐ D
11. ☐ A ☐ B ☐ C ☐ D
12. ☐ A ☐ B ☐ C ☐ D
13. ☐ A ☐ B ☐ C ☐ D
14. ☐ A ☐ B ☐ C ☐ D
15. ☐ A ☐ B ☐ C ☐ D
16. ☐ A ☐ B ☐ C ☐ D
17. ☐ A ☐ B ☐ C ☐ D
18. ☐ A ☐ B ☐ C ☐ D
19. ☐ A ☐ B ☐ C ☐ D
20. ☐ A ☐ B ☐ C ☐ D

Section 2: Memory

21. ☐ A ☐ B ☐ C ☐ D
22. ☐ A ☐ B ☐ C ☐ D
23. ☐ A ☐ B ☐ C ☐ D
24. ☐ A ☐ B ☐ C ☐ D
25. ☐ A ☐ B ☐ C ☐ D
26. ☐ A ☐ B ☐ C ☐ D
27. ☐ A ☐ B ☐ C ☐ D
28. ☐ A ☐ B ☐ C ☐ D
29. ☐ A ☐ B ☐ C ☐ D
30. ☐ A ☐ B ☐ C ☐ D
31. ☐ A ☐ B ☐ C ☐ D
32. ☐ A ☐ B ☐ C ☐ D
33. ☐ A ☐ B ☐ C ☐ D
34. ☐ A ☐ B ☐ C ☐ D
35. ☐ A ☐ B ☐ C ☐ D
36. ☐ A ☐ B ☐ C ☐ D
37. ☐ A ☐ B ☐ C ☐ D
38. ☐ A ☐ B ☐ C ☐ D
39. ☐ A ☐ B ☐ C ☐ D
40. ☐ A ☐ B ☐ C ☐ D

Coding/Memory First-Step Quiz

Section 2 Memory

Take a few minutes to memorize the Coding Guide provided. Then answer the questions on the next page, without looking at the guide. Use the answer sheet on page [Insert page #] to mark your answers.

Coding Guide	
Address Range	Delivery Route
1-99 Huntington Ln 10-200 Pleasantdale Rd 5-15 Hwy 72	A
100-200 Huntington L 16-40 Hwy 72	B
1000-1100 Wilmont Ave 1-10 Crockett Way 200-1500 Pleasantdale Rd	C
All mail that doesn't fall in one of the address ranges above.	D

<u>Address</u>	<u>Delivery Route</u>			
21. 7 Crockett Way	A	B	C	D
22. 1600 Pleasantdale	A	B	C	D
23. 19 Hwy 72	A	B	C	D
24. 54 Huntington Ln	A	B	C	D
25. 14 Hwy 72	A	B	C	D
26. 1200 Wilmont Ave	A	B	C	D
27. 300 Pleasantdale Rd	A	B	C	D
28. 1000 Wilmont Ave	A	B	C	D
29. 565 Huntington Ln	A	B	C	D
30. 39 Hwy 72	A	B	C	D
31. 176 Pleasantdale Rd	A	B	C	D
32. 67 Huntington Ln	A	B	C	D
33. 15 Parker Ave	A	B	C	D
34. 8 Crockett Way	A	B	C	D
35. 127 Huntington Ln	A	B	C	D
36. 1040 Wilmont Ave	A	B	C	D
37. 187 Pleasantdale Rd	A	B	C	D
38. 5 Huntington Ln	A	B	C	D
39. 18 Hwy 127	A	B	C	D
40. 2 Crockett Way	A	B	C	D

Coding/Memory First-Step Quiz

ANSWER KEY

Coding: Questions 1-20

Memory: Questions 21-40

- | | |
|-------|-------|
| 1. C | 21. C |
| 2. B | 22. D |
| 3. A | 23. B |
| 4. A | 24. A |
| 5. D | 25. A |
| 6. B | 26. D |
| 7. D | 27. C |
| 8. A | 28. C |
| 9. A | 29. D |
| 10. D | 30. B |
| 11. C | 31. A |
| 12. B | 32. A |
| 13. D | 33. D |
| 14. D | 34. C |
| 15. B | 35. B |
| 16. B | 36. C |
| 17. A | 37. A |
| 18. D | 38. A |
| 19. C | 39. D |
| 20. B | 40. C |

Coding/Memory Practice Test #1

Section 1: Coding

You have 6 minutes to answer the following questions using the Coding Guide Provided. Mark your answers on the Answer sheet on the next page.

Coding Guide [1]	
Address Range	Delivery Route
801-1240 Jackson Dr. 3300-3699 Industrial Blvd 1-149 Magnolia Ln	A
1241-1300 Jackson Dr. 150-299 Magnolia Lane	B
22-82 Dockery Lake Rd 14500-16500 Wyndham Way 3700-3999 Industrial Blvd	C
All mail that doesn't fall in one of the address ranges above.	D

Address

Delivery Route

1. 55 Magnolia Ln	A	B	C	D
2. 4000 Industrial Blvd	A	B	C	D
3. 15000 Wyndham Way	A	B	C	D
4. 35 Dockery Lake Rd	A	B	C	D
5. 1200 Jackson Dr	A	B	C	D
6. 157 Magnolia Ln	A	B	C	D
7. 3842 Industrial Blvd	A	B	C	D
8. 175 Magnolia Ln	A	B	C	D
9. 1230 Jackson Dr	A	B	C	D
10. 15555 Wyndham Way	A	B	C	D
11. 23 Dockery Lake Rd	A	B	C	D
12. 1255 Jackson Dr	A	B	C	D
13. 19000 Wyndham Way	A	B	C	D
14. 3444 Industrial Blvd	A	B	C	D
15. 400 Jackson Dr	A	B	C	D
16. 188 Magnolia Ln	A	B	C	D
17. 1299 Jackson Dr	A	B	C	D
18. 15 Magnolia Ln	A	B	C	D
19. 54 Dockery Lake Rd	A	B	C	D
20. 144 Wyndham Way	A	B	C	D
21. 77 Dockery Lake Rd	A	B	C	D
22. 1266 Jackson Dr	A	B	C	D

23.3535 Industrial Blvd	A	B	C	D
24.7 Magnolia Ln	A	B	C	D
25.1267 Jackson Dr	A	B	C	D
26.300 Magnolia Ln	A	B	C	D
27.1277 Jackson Dr	A	B	C	D
28.14599 Wyndham Way	A	B	C	D
29.88 Magnolia Ln	A	B	C	D
30.3599 Industrial Blvd	A	B	C	D
31.9000 Industrial Blvd	A	B	C	D
32.199 Magnolia Ln	A	B	C	D
33.810 Jackson Dr	A	B	C	D
34.86 Dockery Lake Rd	A	B	C	D
35.16333 Wyndham Way	A	B	C	D
36.162 Magnolia Ln	A	B	C	D

Coding/Memory Practice Test #1

ANSWER SHEET

- | | | |
|---|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D | 59. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D | 60. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D | 61. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D | 62. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D | 63. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D | 64. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D | 65. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D | 66. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D | 67. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D | 68. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D | 69. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D | 70. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D | 71. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D | 72. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D | |
| 24. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D | |
| 25. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D | |

Coding/Memory Practice Test #1

Section 2: Memory

Take 8 minutes and memorize the coding guide. You then have 7 minutes to answer the questions on the next page. Mark your answers on the Answer sheet on the previous page.

Coding Guide [1]	
Address Range	Delivery Route
801-1240 Jackson Dr. 3300-3699 Industrial Blvd 1-149 Magnolia Ln	A
1241-1300 Jackson Dr. 150-299 Magnolia Lane	B
22-82 Dockery Lake Rd 14500-16500 Wyndham Way 3700-3999 Industrial Blvd	C
All mail that doesn't fall in one of the address ranges above.	D

Address

Delivery Route

37. 1200 Jackson Dr	A	B	C	D
38.500 Magnolia Ln	A	B	C	D
39.25 Dockery Lake Rd	A	B	C	D
40.3755 Industrial Blvd	A	B	C	D
41.1276 Jackson Dr	A	B	C	D
42.12 Magnolia Ln	A	B	C	D
43.1255 Jackson Dr	A	B	C	D
44.1100 Industrial Blvd	A	B	C	D
45.25 Magnolia Ln	A	B	C	D
46.1222 Jackson Dr	A	B	C	D
47.57 Dockery Lake Rd	A	B	C	D
48.3333 Industrial Blvd	A	B	C	D
49.15000 Wyndham Way	A	B	C	D
50.555 Magnolia Ln	A	B	C	D
51.1245 Jackson Dr	A	B	C	D
52.3446 Industrial Blvd	A	B	C	D
53.78 Dockery Lake Rd	A	B	C	D
54.1277 Jackson Dr	A	B	C	D
55.100 Jackson Dr	A	B	C	D
56.285 Magnolia Ln	A	B	C	D

57.14666 Wyndham Way	A	B	C	D
58.3456 Industrial Blvd	A	B	C	D
59.999 Jackson Dr	A	B	C	D
60.165 Magnolia Ln	A	B	C	D
61.15670 Wyndham Way	A	B	C	D
62.1242 Jackson Dr	A	B	C	D
63.5 Dockery Lake Rd	A	B	C	D
64.54 Magnolia Ln	A	B	C	D
65.1298 Jackson Dr	A	B	C	D
66.6000 Industrial Blvd	A	B	C	D
67.14678 Wyndham Way	A	B	C	D
68.45 Dockery Lake Rd	A	B	C	D
69.1277 Jackson Dr	A	B	C	D
70.3322 Industrial Blvd	A	B	C	D
71.200 Magnolia Ln	A	B	C	D
72.1234 Jackson Dr	A	B	C	D

Coding/Memory Practice Test #1

ANSWER KEY

Section 1: Coding

1. A
2. D
3. C
4. C
5. A
6. B
7. C
8. B
9. A
10. C
11. C
12. B
13. D
14. A
15. D
16. B
17. B
18. A
19. C
20. D
21. C
22. B
23. A
24. A
25. B
26. D
27. B
28. C
29. A
30. A
31. D
32. B
33. A
34. D
35. C
36. B

Section 2: Memory

37. A
38. D
39. C
40. C
41. B
42. A
43. B
44. D
45. A
46. A
47. C
48. A
49. C
50. D
51. B
52. A
53. C
54. B
55. D
56. B
57. C
58. A
59. A
60. B
61. C
62. B
63. D
64. A
65. B
66. D
67. C
68. C
69. B
70. A
71. B
72. A

Coding/Memory Practice Test #2

Section 1: Coding

You have 6 minutes to answer the following questions using the Coding Guide Provided. Mark your answers on the Answer sheet on the next page.

Coding Guide [2]	
Address Range	Delivery Route
50-1699 Butler Blvd. 100-1499 Stanford Ave. 2800-3098 Commerce St.	A
1700-2999 Butler Blvd. 300-3099 Dalton St.	B
1-2299 Carson Rd. 100-4799 Woodlawn St 1500-1999 Stanford Ave	C
All mail that doesn't fall in one of the address ranges above.	D

Address Range

1. 1600 Carson Road
2. 200 Stanford Ave.
3. 3000 Commerce St.
4. 75 Butler Blvd.
5. 457 Woodlawn St
6. 500 Dalton St.
7. 1200 Stanford Ave.
8. 602 Carson Rd.
9. 3000 Butler Blvd.
10. 1925 Woodlawn St.
11. 1575 Dalton St.
12. 2700 Commerce St.
13. 1500 Carson Rd.
14. 795 Butler Blvd.
15. 50 Woodlawn St.
16. 3055 Commerce St.
17. 555 Dalton St.
18. 1955 Butler Blvd.
19. 3022 Commerce St.
20. 2856 Butler Blvd.
21. 795 Woodlawn St.
22. 950 Stanford Ave.

Delivery Route

- | | | | |
|---|---|---|---|
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |
| A | B | C | D |

23.324 Dalton St.	A	B	C	D
24.56 Commerce St.	A	B	C	D
25.10 Carson Rd.	A	B	C	D
26.333 Butler Blvd.	A	B	C	D
27.2000 Dalton St.	A	B	C	D
28.4000 Woodlawn St.	A	B	C	D
29.1776 Stanford Ave.	A	B	C	D
30.525 Butler Blvd.	A	B	C	D
31.675 Dalton St.	A	B	C	D
32.10 Stanford Ave.	A	B	C	D
33.1100 Carson Rd.	A	B	C	D
34.2999 Commerce St.	A	B	C	D
35.1000 Dalton St.	A	B	C	D
36.1200 Woodlawn St.	A	B	C	D

Coding/Memory Practice Test #2

Section 1 Coding: Questions 1-36

Section 2 Memory: Questions 37-72

ANSWER SHEET

- | | | |
|---|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D | 59. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D | 60. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D | 61. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D | 62. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D | 63. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D | 64. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D | 65. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D | 66. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D | 67. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D | 68. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D | 69. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D | 70. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D | 71. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D | 72. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D | |
| 24. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D | |
| 25. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D | |

Coding/Memory Practice Test #2

Section 2: Memory

Take 8 minutes and memorize the coding guide. You then have 7 minutes to answer the questions on the next page, without looking at the guide. Mark your answers on the Answer sheet on page [insert page#]

Coding Guide [2]	
Address Range	Delivery Route
50-1699 Butler Blvd. 100-1499 Stanford Ave. 2800-3098 Commerce St.	A
1700-2999 Butler Blvd. 300-3099 Dalton St.	B
1-2299 Carson Rd. 100-4799 Woodlawn St. 1500-1999 Stanford Ave	C
All mail that doesn't fall in one of the address ranges above.	D

37. 235 Stanford Ave.	A	B	C	D
38. 3000 Woodlawn St.	A	B	C	D
39. 2777 Dalton St.	A	B	C	D
40. 1900 Butler Blvd.	A	B	C	D
41. 50 Dalton St.	A	B	C	D
42. 32 Carson Rd.	A	B	C	D
43. 3055 Commerce St.	A	B	C	D
44. 2000 Butler Blvd.	A	B	C	D
45. 85 Stanford Ave.	A	B	C	D
46. 676 Woodlawn St.	A	B	C	D
47. 2888 Commerce St.	A	B	C	D
48. 450 Dalton St.	A	B	C	D
49. 200 Carson Rd.	A	B	C	D
50. 1782 Stanford Ave.	A	B	C	D
51. 1212 Butler Blvd.	A	B	C	D
52. 1890 Dalton St.	A	B	C	D
53. 1100 Commerce St.	A	B	C	D
54. 980 Woodlawn St.	A	B	C	D
55. 1750 Butler Blvd	A	B	C	D
56. 700 Stanford Ave.	A	B	C	D
57. 3088 Commerce St.	A	B	C	D

58. 1000 Carson Rd.	A	B	C	D
59. 2222 Dalton St.	A	B	C	D
60. 460 Woodlawn St.	A	B	C	D
61. 5000 Woodlawn St.	A	B	C	D
62. 1741 Butler Blvd.	A	B	C	D
63. 17 Carson Rd.	A	B	C	D
64. 545 Stanford Ave.	A	B	C	D
65. 321 Dalton St.	A	B	C	D
66. 1444 Carson Rd.	A	B	C	D
67. 4000 Stanford Ave.	A	B	C	D
68. 210 Stanford Ave.	A	B	C	D
69. 67 Butler Blvd.	A	B	C	D
70. 2100 Carson Rd.	A	B	C	D
71. 888 Dalton St.	A	B	C	D
72. 1995 Butler Blvd.	A	B	C	D

Coding/Memory Practice Test #2

ANSWER KEY

SECTION 1: Coding

1. C
2. A
3. A
4. A
5. C
6. B
7. A
8. C
9. D
10. C
11. B
12. D
13. C
14. A
15. D
16. A
17. B
18. B
19. A
20. B
21. C
22. A
23. B
24. D
25. C
26. A
27. B
28. C
29. C
30. A
31. B
32. D
33. C
34. A
35. B
36. C

SECTION 2: Memory

37. A
38. C
39. B
40. B
41. D
42. C
43. A
44. B
45. D
46. C
47. A
48. B
49. C
50. C
51. A
52. B
53. D
54. C
55. B
56. A
57. A
58. C
59. B
60. C
61. D
62. B
63. C
64. A
65. B
66. C
67. D
68. A
69. A
70. C
71. B
72. B

Coding/Memory Practice Test #3

Section 1: Coding

You have 6 minutes to answer the following questions using the Coding Guide Provided. Mark your answers on the Answer sheet on the next page.

Coding Guide [3]	
Address Range	Delivery Route
501-1299 Glory Dr 600-799 Hill St. 75-2499 Bayview Ave.	A
1300-1599 Glory Dr 12501-13599 Cooper St.	B
1-1199 Brookwood Dr. 800-2999 Hill St. 1-1299 Jennings Rd.	C
All mail that doesn't fall in one of the address ranges above.	D

Address	Delivery Route			
1. 1500 Glory Dr.	A	B	C	D
2. 12 Brookwood Dr.	A	B	C	D
3. 2000 Bayview Ave.	A	B	C	D
4. 567 Jennings Rd.	A	B	C	D
5. 13400 Cooper St.	A	B	C	D
6. 902 Hill St.	A	B	C	D
7. 15 Bayview Ave.	A	B	C	D
8. 1432 Glory Dr.	A	B	C	D
9. 200 Jennings Rd.	A	B	C	D
10. 650 Hill St.	A	B	C	D
11. 12600 Cooper. St.	A	B	C	D
12. 56 Brookwood Dr.	A	B	C	D
13. 600 Glory Dr.	A	B	C	D
14. 1100 Jennings Rd.	A	B	C	D
15. 555 Bayview Ave.	A	B	C	D
16. 915 Hill St.	A	B	C	D
17. 600 Brookwood Dr.	A	B	C	D
18. 1444 Glory Dr.	A	B	C	D
19. 141 Jennings Rd.	A	B	C	D
20. 623 Bayview Ave.		A	B	C D
21. 1100 Hill St.	A	B	C	D
22. 777 Brookwood Dr.	A	B	C	D

23. 824 Glory Dr.	A	B	C	D
24. 12777 Cooper St.	A	B	C	D
25. 621 Hill St.	A	B	C	D
26. 13444 Cooper St.	A	B	C	D
27. 799 Glory Dr.	A	B	C	D
28. 100 Bayview Ave	A	B	C	D
29. 800 Jennings Rd.	A	B	C	D
30. 723 Hill St.	A	B	C	D
31. 42 Brookwood Dr.	A	B	C	D
32. 12688 Cooper St.	A	B	C	D
33. 1800 Bayview Ave.	A	B	C	D
34. 1444 Glory Dr.	A	B	C	D
35. 1000 Hill St.	A	B	C	D
36. 3000 Jennings Road	A	B	C	D

Coding/Memory Practice Test #3

Section 1 Coding: Questions 1-36

Section 2 Memory: Questions 37-72

ANSWER SHEET

- | | | |
|---|---|---|
| 1. ☐ A ☐ B ☐ C ☐ D | 26. ☐ A ☐ B ☐ C ☐ D | 51. ☐ A ☐ B ☐ C ☐ D |
| 2. ☐ A ☐ B ☐ C ☐ D | 27. ☐ A ☐ B ☐ C ☐ D | 52. ☐ A ☐ B ☐ C ☐ D |
| 3. ☐ A ☐ B ☐ C ☐ D | 28. ☐ A ☐ B ☐ C ☐ D | 53. ☐ A ☐ B ☐ C ☐ D |
| 4. ☐ A ☐ B ☐ C ☐ D | 29. ☐ A ☐ B ☐ C ☐ D | 54. ☐ A ☐ B ☐ C ☐ D |
| 5. ☐ A ☐ B ☐ C ☐ D | 30. ☐ A ☐ B ☐ C ☐ D | 55. ☐ A ☐ B ☐ C ☐ D |
| 6. ☐ A ☐ B ☐ C ☐ D | 31. ☐ A ☐ B ☐ C ☐ D | 56. ☐ A ☐ B ☐ C ☐ D |
| 7. ☐ A ☐ B ☐ C ☐ D | 32. ☐ A ☐ B ☐ C ☐ D | 57. ☐ A ☐ B ☐ C ☐ D |
| 8. ☐ A ☐ B ☐ C ☐ D | 33. ☐ A ☐ B ☐ C ☐ D | 58. ☐ A ☐ B ☐ C ☐ D |
| 9. ☐ A ☐ B ☐ C ☐ D | 34. ☐ A ☐ B ☐ C ☐ D | 59. ☐ A ☐ B ☐ C ☐ D |
| 10. ☐ A ☐ B ☐ C ☐ D | 35. ☐ A ☐ B ☐ C ☐ D | 60. ☐ A ☐ B ☐ C ☐ D |
| 11. ☐ A ☐ B ☐ C ☐ D | 36. ☐ A ☐ B ☐ C ☐ D | 61. ☐ A ☐ B ☐ C ☐ D |
| 12. ☐ A ☐ B ☐ C ☐ D | 37. ☐ A ☐ B ☐ C ☐ D | 62. ☐ A ☐ B ☐ C ☐ D |
| 13. ☐ A ☐ B ☐ C ☐ D | 38. ☐ A ☐ B ☐ C ☐ D | 63. ☐ A ☐ B ☐ C ☐ D |
| 14. ☐ A ☐ B ☐ C ☐ D | 39. ☐ A ☐ B ☐ C ☐ D | 64. ☐ A ☐ B ☐ C ☐ D |
| 15. ☐ A ☐ B ☐ C ☐ D | 40. ☐ A ☐ B ☐ C ☐ D | 65. ☐ A ☐ B ☐ C ☐ D |
| 16. ☐ A ☐ B ☐ C ☐ D | 41. ☐ A ☐ B ☐ C ☐ D | 66. ☐ A ☐ B ☐ C ☐ D |
| 17. ☐ A ☐ B ☐ C ☐ D | 42. ☐ A ☐ B ☐ C ☐ D | 67. ☐ A ☐ B ☐ C ☐ D |
| 18. ☐ A ☐ B ☐ C ☐ D | 43. ☐ A ☐ B ☐ C ☐ D | 68. ☐ A ☐ B ☐ C ☐ D |
| 19. ☐ A ☐ B ☐ C ☐ D | 44. ☐ A ☐ B ☐ C ☐ D | 69. ☐ A ☐ B ☐ C ☐ D |
| 20. ☐ A ☐ B ☐ C ☐ D | 45. ☐ A ☐ B ☐ C ☐ D | 70. ☐ A ☐ B ☐ C ☐ D |
| 21. ☐ A ☐ B ☐ C ☐ D | 46. ☐ A ☐ B ☐ C ☐ D | 71. ☐ A ☐ B ☐ C ☐ D |
| 22. ☐ A ☐ B ☐ C ☐ D | 47. ☐ A ☐ B ☐ C ☐ D | 72. ☐ A ☐ B ☐ C ☐ D |
| 23. ☐ A ☐ B ☐ C ☐ D | 48. ☐ A ☐ B ☐ C ☐ D | |
| 24. ☐ A ☐ B ☐ C ☐ D | 49. ☐ A ☐ B ☐ C ☐ D | |
| 25. ☐ A ☐ B ☐ C ☐ D | 50. ☐ A ☐ B ☐ C ☐ D | |

Coding/Memory Test #3

Section 2: Memory

37. 100 Bayview Ave.	A	B	C	D
38. 1000 Brookwood Dr.	A	B	C	D
39. 1325 Glory Dr.	A	B	C	D
40. 12603 Cooper St.	A	B	C	D
41. 950 Hill St.	A	B	C	D
42. 792 Jennings Rd.	A	B	C	D
43. 200 Glory Dr.	A	B	C	D
44. 87 Bayview Ave.	A	B	C	D
45. 12800 Cooper St.	A	B	C	D
46. 1052 Hill St.	A	B	C	D
47. 310 Jennings Rd.	A	B	C	D
48. 1572 Glory Dr.	A	B	C	D
49. 2998 Hill St.	A	B	C	D
50. 1182 Brookwood Dr.	A	B	C	D
51. 62 Bayview Ave.	A	B	C	D
52. 220 Jennings Rd.	A	B	C	D
53. 13231 Cooper St.	A	B	C	D
54. 1020 Hill St.	A	B	C	D
55. 503 Glory Dr.	A	B	C	D
56. 9 Brookwood Dr.	A	B	C	D
57. 76 Bayview Ave.	A	B	C	D
58. 12 Jennings Rd.	A	B	C	D
59. 928 Hill St.	A	B	C	D
60. 115 Cooper St.	A	B	C	D
61. 799 Glory Dr.	A	B	C	D
62. 18 Jennings Rd.	A	B	C	D
63. 27 Brookwood Dr.	A	B	C	D
64. 99 Bayview Ave.	A	B	C	D
65. 27 Hill St.	A	B	C	D
66. 427 Jennings Rd.	A	B	C	D
67. 791 Glory Dr.	A	B	C	D
68. 12766 Cooper St.	A	B	C	D
69. 442 Brookwood Dr.	A	B	C	D
70. 95 Bayview Ave.	A	B	C	D
71. 15 Jennings Rd.	A	B	C	D
72. 300 Hill St.	A	B	C	D

Coding/Memory Practice Test #3

ANSWER KEY

- | | |
|------|-------|
| 1. B | 37. A |
| 2. C | 38. C |
| 3. A | 39. B |
| 4. C | 40. B |
| 5. B | 41. C |
| 6. C | 42. C |
| 7. D | 43. D |
| 8. B | 44. A |
| 9. C | 45. B |
| 10.A | 46. C |
| 11.B | 47. C |
| 12.C | 48. B |
| 13.A | 49. C |
| 14.C | 50. C |
| 15.A | 51. D |
| 16.C | 52. C |
| 17.C | 53. B |
| 18.B | 54. C |
| 19.C | 55. A |
| 20.A | 56. C |
| 21.C | 57. A |
| 22.C | 58. C |
| 23.A | 59. C |
| 24.B | 60. D |
| 25.A | 61. A |
| 26.B | 62. C |
| 27.A | 63. C |
| 28.A | 64. A |
| 29.C | 65. D |
| 30.A | 66. C |
| 31.C | 67. A |
| 32.B | 68. B |
| 33.A | 69. C |
| 34.B | 70. A |
| 35.C | 71. C |
| 36.D | 72. D |

Section 5

Interviewing Strategies

After having survived all the previous steps (the eProfile, the application, the exam), you now have the opportunity to present yourself to your potential new employer. Exciting right? Maybe, but stressful and a bit nerve-wracking too. Just consider this the final test to getting what you really want. It will be worth it to take this step as seriously and prepare as thoroughly as you did for the Postal Battery exam. There are many, many resources online to help with specific interview tips and techniques, so we suggest you do further research. However, the list and tips provided here should be enough to get you off on the right foot with even the most hardened interviewer.

Let's start with the top 10 interview basics:

1. **Be early!** Know exactly how to get there, arrive early in case of something unexpected, and take a breather before you take the hot seat.
2. **Do your homework.** Know the interviewer's name, what the job role requires, what you possess that qualifies you to have that job.
3. **First impressions are lasting ones.** Look the part of someone who is responsible, intelligent and hardworking. Smile often. Project confidence.
4. **Mind your manners and grammar.** Employers must know that you can communicate properly.
5. **Watch your body language and posture.** Understand that the way you stand and sit, and your facial expressions speak louder than words.
6. **Never, ever lie, but emphasize the positive.** Lies will come back to haunt you but open, honest dialogue with a positive spin is always appreciated.
7. **Highlight what you can do for the company.** Use this time to show you will add value and will contribute.
8. **Ask questions.** It shows an interest in the position and company. It also allows you to show what you know in the form of a question.
9. **Don't discuss salary until given an offer.** Don't even think about it until you are asked or extended an offer. There is really no point.

10. **Be yourself.** As much as possible, try to relax and be who you are, not who you think they want you to be. If you're a fit it, will show.

Now for a few advanced ideas and tips to Ace your Interview!

Rule #1 Make a great first impression.

The most critical part of any interview takes place in the first 5 minutes! Yep, the time together might be an hour or more, but the decision was made long before the last handshake. You might walk out thinking you just hit a home run and then scratch your head when the call never comes. What happened?

In the first few minutes...seconds even, the interviewer has had the chance to see your timing, dress, posture, walk, hair, smile – and even smell you -- before even shaking your hand. Your presentation has already started before you open your mouth.

An interviewer's job is to ask themselves first and foremost, "Will this person fit in around here?" And second, "Will they reflect well on **my** decision-making ability?" They evaluate your appearance against what they perceive is their work environment and how they are personally received.

Well, you might ask yourself "How am I supposed to know that?" It's easy. Unless the interviewer hates their job and is looking to immediately leave, they think like everyone else. That is, "my work and employer are important, professional and respectable." So the trick is to project in that first few minutes that you are important, professional and respectable. How you achieve that is in the next tip.

Rule #2 Work hard and long before any interview to be prepared.

The point of this entire book is the help prepare you for a new job. Don't fumble the ball on the one yard line by failing to spend a significant amount of time preparing for your face-to-face interview.

Males and females alike should labor over what to wear. It should be clean, pressed and in-style. Your personal grooming should be impeccable. Don't laugh -- we even recommend practicing smiling and walking in front of a mirror.

Make sure you project calmness and confidence in every movement. A good friend is a great resource to give you the outside feedback you need to polish your presentation.

While you have a friend nearby, have a mock interview. Have them quiz you with questions about the company, job and qualifications. Have them ask you the "standard" interview questions listed in this section. Just like this guide, the more practice tests you take, the better your result.

Rule #3 Build rapport.

Another critical factor in those initial few minutes involves building rapport. At this stage getting the job has little to do with your experience and qualifications. It has everything to do with letting the interviewer know they can trust you to represent them well.

How that's accomplished is easier than you think, but again, takes practice. When we first meet new people, we naturally scan their face. So use your face as a focal point to capture the interviewer's attention and communicate your message. A slight, casual smile communicates confidence and intelligence. Please practice this in a mirror to get it exactly right. A big grin or a smirk communicates the wrong message.

The right smile sends psychological cues people will automatically associate with confidence and intelligence. With your smile you should strive to strike the right tone of "warm and friendly," while projecting the thought, "I'm the perfect choice for this job."

Another presentation technique involves the use of eye contact. Maintaining good eye contact says, "I am not afraid." Again, that confidence communicates your professionalism and ability to get things done. Incidentally, I'm not suggesting staring your interviewer down. A thoughtful pause and side glance as you consider a question you have been asked is a good reason to break eye contact. But re-establish it as soon as you begin to deliver your answer.

Rule #4 Dig for information and ask for feedback as often as possible.

Wouldn't it be incredibly valuable to have your interviewer give you answers he is looking for BEFORE you have to answer? The most direct and easy way to get that information is to tell him how excited you are about the position and that you have many questions about it. Often the response will be, "Like what?"

That is your red carpet invitation to ask a question like, "Can you tell me more about the specific functions of the position and what kind of person will excel at it?" or "Can you tell me exactly how this role fits into the overall organization?" or "Can you tell me the qualities or characteristics that will help someone excel at this position?"

Now listen carefully. Your interviewer is about to tell you how to get hired! Take notes and jot down specific adjectives and phrases he uses. Those same words should be reflected back to him during the rest of the interview. Don't over-do it, but find a way to use them somewhere.

Another technique for getting the "right" answer, or at least for giving you time to think, is call "reframing the question." When asked a difficult question, you can reframe it or ask it back to your interviewer in different words. For example, if you are asked, "Where do you see yourself in ten years?" you can politely and with a thoughtful head tilt ask back, "Are you looking for my long term *personal* or *business* goals?"

Again, *his* answer should help focus *your* answer while giving you more time to formulate it. Try being a detective in this area. Often the person interviewing will give you plenty of ammunition to get the job and all you have to do is put the clues together.

Rule #5 Tell a good story.

People love stories. When asked about previous jobs, situations, accomplishments or failures, don't get nervous about it. Get excited about the opportunity to tell your story!

Just like any great story, your stories should have three basic elements: A challenge, a hero and a happy ending. If you keep it to about 2-3 minutes and use that formula, you can mesmerize even the most hardened Human Resource person. Keep things lively, interesting and on point and the interviewer will have all the information she needs to project you in that hero role. It's a great way to continue to build rapport or a connection.

Story-telling is also an effective technique for *tooting your own horn* without coming across as boastful by using another person's opinion to frame your "happy ending" (it can be your old boss, co-worker or friend that communicates how great you are). It should sound something like, "...and after I got the project back online, my boss sent a note to our V.P. about my leadership and quick thinking..."

The key to success on this point is to have some solid examples of what you can do ready in advance. You can find a way to make them fit. There are many behavioral-type questions that ask you to give specific examples of when you did something. Be ready with a short story.

Rule #6 Follow up.

The interview isn't over after you say goodbye. Your follow-up call, letter or email should be on the way as soon as you get home from the interview. That

means being sure to get a business card or contact information for the interviewer before you leave the interview.

It's standard business practice to exchange cards or information at the beginning or end of a meeting. That card is one more chance to help you either seal-the-deal in a close race or to give you a second chance at life if the interview didn't go as well as you'd have liked.

A call at the end of the day on the same day you interviewed should be used to communicate, "Thank you, I appreciate your time and consideration," and to highlight a reason to choose you. It can be something that was brought up during the interview or something altogether new that you forgot to mention. Either way, mentioning it in an "Oh-by-the-way..." happy tone while thanking them leaves a great impression.

The follow-up note or e-mail is best sent the next day, first thing in the morning. Many people recommend a hand-written note. We agree that a hand-written note has a more profound impression, but if the choice is a brief thank you via e-mail or nothing, then by all means, send that e-mail message!

You will find a sample Follow-up Letter in the Appendix of this guide.

Rule #7 Be ready for standard interview questions.

Finally, you should also be prepared for all the basic interview questions. Great answers to these are available online or in interviewing books.

1. Tell me about yourself.
2. Tell me about your experience.
3. What is your most important accomplishment to date?
4. How would you describe your ideal job?
5. Why did you choose this career?
6. When did you decide on this career?
7. What goals do you have in your career?
8. How do you plan to achieve these goals?
9. How do you personally define success?
10. Describe a situation in which you were successful.
11. What do you think it takes to be successful in this career?
12. What accomplishments have given you the most satisfaction in your life?
13. Would you rather work with information or with people?
14. Are you a team player?
15. What motivates you?
16. Why should I hire you?
17. Are you a goal-oriented person?
18. Tell me about some of your recent goals and what you did to achieve them.
19. What are your short-term goals?

20. What is your long-range objective?
21. What do you see yourself doing five years from now?
22. Where do you want to be ten years from now?
23. Do you handle conflict well?
24. Have you ever had a conflict with a boss or professor? How did you resolve it?
25. What major problem have you had to deal with recently?
26. Do you handle pressure well?
27. What is your greatest strength?
28. What is your greatest weakness?
29. If I were to ask one of your professors (or a boss) to describe you, what would he or she say?
30. Why did you choose to attend your college?
31. How has your education prepared you for your career?
32. What were your favorite classes? Why?
33. Do you have any plans for further education?
34. What qualities do you feel a successful manager should have?
35. Why do you want to work in the _____ industry?
36. What do you know about our company?
37. Are you willing to relocate? In the future?
38. Are you willing to travel? How much?
39. Is money important to you?
40. What kind of salary are you looking for?

CONCLUSION

Congratulations! If you are reading this after having completed the material and taken the tests, you are to be commended. We are confident you will be prepared to move forward with your career at the USPS.

One last parting shot - **don't give up!**

Continue to use this material to hone your skills. The more you utilize the practice tests and principles, the better you'll be prepared not only to excel on a one-time test, but to excel in your career. No tip or strategy can replace consistent practice.

Also, like anything worth having or doing, most job searches are taking longer. With unemployment on the rise as of Feb 2009, every position is competitive. We do believe we've provided valuable tools to get you started and on your way, but keep at it. If it takes applying 10, 15 or 20 times for a position and dozens of follow-up calls and emails, you have to persist. So don't give up!

When you do get your position, we want you to do two things for us:

Send us an email with your success story. We love to share in the victories with you. We also appreciate feedback to help us know we're doing things right. If your story is really encouraging and chosen, we'll pay you to allow us to publish it on our website along with the many other testimonials. Send your stories and testimonials to acetheexam.com@gmail.com.

Finally, once you have your job, we want you to GIVE this guide away. Give it to a friend, family member or a stranger; we don't care. If you succeeded, the best thing you can do is to pass on this valuable gift so someone else can follow your success. Why leave something worthwhile sitting on your shelf collecting dust.

Again, congratulations, and we wish you the best of luck!

Acethepostalexam.com

Appendix

Sample Cover Letter

Your Name
Address
City, State ZIP Code
Cell Phone Number
E-mail Address

Potential Employer Name
Title
Company Name
Address
City, State ZIP Code

Date

Dear Mr./Ms. _____:

I am applying for the Mark-Up Clerk posted on the USPS.com website. At your convenience, I would appreciate the opportunity to discuss the position and my candidacy with you. You can find my resume attached to this e-mail.

I am looking to utilize my experience in package handling, leadership and organizational skills to succeed in the Mark-Up Clerk position. The pertinent experience and skills for the posted position include:

- *Highly organized. _____*
(Fill in appropriate skills you want to highlight.)
- *Strong work ethic. _____*
- *Relevant computer skills (Microsoft products, HTML, etc.).*
- *Good listener...Solid work ethic...Desire to excel...Meet deadlines...Enjoy a fast-paced environment...Extraordinary factual recall...*
- (etc.)

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit the USPS. I can be reached at (5555) 555-5555 or name@gmail.com.

Thanks for your consideration; I look forward to hearing from you soon!

Sincerely,
Your Signature

Your Typed Name

Sample Interview Follow-up / Thank You Letter

Your Name
Address
City, State ZIP Code
Cell Phone Number
E-mail Address

Interviewer Name
Title
Company Name
Address
City, State ZIP Code

Date

Dear Mr./Ms. _____:

Thank you for taking the time to talk to me about the Mail Carrier position with United States Postal Service. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position. In addition to my enthusiasm for performing well, I would bring the organizational skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position.

Please feel free to contact me at anytime if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,
Your Signature

Your Typed Name

Important Abbreviations

State/Possession	Abbrev.		State/Possession	Abbrev.
ALABAMA	AL		MONTANA	MT
ALASKA	AK		NEBRASKA	NE
AMERICAN SAMOA	AS		NEVADA	NV
ARIZONA	AZ		NEW HAMPSHIRE	NH
ARKANSAS	AR		NEW JERSEY	NJ
CALIFORNIA	CA		NEW MEXICO	NM
COLORADO	CO		NEW YORK	NY
CONNECTICUT	CT		NORTH CAROLINA	NC
DELAWARE	DE		NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC		NORTHERN MARIANA ISLANDS	MP
FEDERATED STATES OF MICRONESIA	FM		OHIO	OH
FLORIDA	FL		OKLAHOMA	OK
GEORGIA	GA		OREGON	OR
GUAM	GU		PALAU	PW
HAWAII	HI		PENNSYLVANIA	PA
IDAHO	ID		PUERTO RICO	PR
ILLINOIS	IL		RHODE ISLAND	RI
INDIANA	IN		SOUTH CAROLINA	SC
IOWA	IA		SOUTH DAKOTA	SD
KANSAS	KS		TENNESSEE	TN
KENTUCKY	KY		TEXAS	TX
LOUISIANA	LA		UTAH	UT
MAINE	ME		VERMONT	VT
MARSHALL ISLANDS	MH		VIRGIN ISLANDS	VI
MARYLAND	MD		VIRGINIA	VA
MASSACHUSETTS	MA		WASHINGTON	WA
MICHIGAN	MI		WEST VIRGINIA	WV
MINNESOTA	MN		WISCONSIN	WI
MISSISSIPPI	MS		WYOMING	WY
MISSOURI	MO			

Common Street Abbreviations				
Name	Postal Standard Abbreviation		Name	Postal Standard Abbreviation
Street	ST		Corner	COR
Avenue	AVE		Crossing	XING
Road	RD		Expressway	EXPY
Highway	HWY		Junction	JCT
Court	CT		Mountain	MTN
Lane	LN		Parkway	PKWY
Annex	ANX		Place	PL
Boulevard	BLVD		Route	RTE
Center	CTR		Row	ROW
Circle	CIR		Terrace	TER
Common	CMN		Trace	TRCE
Trail	TRL		Walk	WALK
Way	WAY			