2020
STUDY KIT

POSTALEXAM.ORG

POSTALEXAM

Table of Contents

About This Guide

This guide provides a comprehensive look at the processes related to obtaining employment with the United States Postal Service (USPS). Here you will find information related to careers with USPS, the testing procedures and key features as well as tips for navigating your way through the entire process. This guide also provides details regarding the test setting as well as what to expect during the application process.

There are various tests required and administered by the Postal Service. This guide will focus on Exam 474, 475, 476 and 477 which replaced the retired Exam 473 or the Postal Battery Exam. These exams are called the Virtual Entry Assessment and is part of the four major entry-level positions (outlined in Section 1).

You will find this guide:
- Easy to understand and follow – without confusing technical terms or jargons
- Loaded with insider tricks, secrets, and tips to help you pass the test
- Simple, concise, and easy to understand
- Full of tips previous applicants have used to study properly for the test

Note: This guide does not provide actual test questions or ensure test results; however, the style and format do resemble the actual test.

Other Postal Service Exams

Exam 460: Rural Carrier Associate

Exam 710: Clerical Abilities Exam

Exam 714: Data Conversion Operator

Exam 931: Exam for specialized trade positions such as: electricians, carpenters, masons, machinists, etc.

Exam 932: Electronic Technician Exam

Exam 933: Exam for a variety of maintenance positions

Section I: Employment with the United States Postal Service

Overview

The U.S. Postal Service is an independent agency of the U.S. federal government responsible for providing mail services across the country. They deliver billions of pieces of mail annually, more than any other post service in the world. To ensure timely deliveries, they operate over 31,000 USPS-managed post offices in various locations in the U.S., as well as a website and mobile application, which allow customers to access their products and services anytime, anywhere.

Entry-Level Positions

Employment with the Postal Service requires a high level of integrity, honesty, reliability, and trustworthiness in order to ensure the public's trust and confidence in maintaining privacy and security.

The US Postal Service employs more than half of a million personnel who are divided between offices, processing centers, and post offices. They are the third largest employer in the country, after the United States Department of Defense and Wal-Mart.

There are four main entry-level positions with testing requirements for each area.

- **Mail Carrier** - delivers and collects mail on foot or by vehicle; 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

Requirements for Employment

Initially, applicants are required to receive a passing score on Test 473 (see Section in order to have their name listed on the register of potential candidates for hire. This qualifies applicants to move on to the next step in the hiring process.

The following is a list of **minimum requirements** applicants must meet to be eligible for employment with the USPS:

- ✓ Must be 18 years old and above, or 16 and older if the applicant has already obtained a high school diploma or its equivalent, such as a GED.
- ✓ Must be a U.S. citizen or lawful permanent resident alien with a green card.
- ✓ Must be able to read and write in English.
- ✓ Male applicants born after December 31, 1959 must be registered in the Selective Service System (more information on this on page [insert page number here], The Application Process).
- ✓ Must provide employment history of all previous employers for the past seven years prior to the date of application. Periods of unemployment should also be included.
- ✓ Must indicate prior military service, if any.
- ✓ For jobs that require driving, applicants must have a valid driver's license and safe driving record.
- ✓ Must submit to criminal background checks, urinalysis drug screens, and possibly certain medical assessments.

Salary and Wages

The USPS offers its employees highly competitive compensation and benefits packages. Salaries are

graded and determined by the length of time a person has been employed and the number of hours per week that they work. Employee benefits include health care coverage and life insurance, as well as vacation time and sick leave.

The following table is an estimate of reported salaries for the year 2018. Keep in mind that the Postal Service pays extra compensation for overtime and night shift work.

Note: The wages listed below are an estimate and are not a guarantee of salary by this publisher.

Position	Salary	Annual Mean
Postal Service Mail Carrier	$36,990 - $63,970	$51,780
Mail Handler	$36,435 - $61,880	$49,158
Mail Room Clerk	$29,248 - $36,861	$32,751

In addition to highly competitive basic salary rates, most USPS 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 eight 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
Through the Federal Employees Health Benefits (FEHB) Program, the USPS provides health coverage and flexibility with majority of the cost paid by the company. 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 USPS participates in the federal retirement program, which provides a defined benefit annuity at the normal retirement age as well as disability coverage.

Thrift Savings Plan
Employees have the option to contribute to a 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 USPS.

Social Security and Medicare
Employees are covered under Social Security and Medicare upon hire.

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

Flexible Spending Accounts

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

Leave

The USPS offers a leave program that includes annual (vacation) leave and sick leave. For the first three years of service, full-time employees earn 13 days of annual leave per year, increasing to 20 days per year after three 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 accidents.

Holidays

The Postal Service observes 10 holidays per year.

Section II: The Application Process

Overview

The application process is comprised of four phases. This first three of these phases are explained in this Section II. The fourth, Complete Required Assessments, is covered in the following Section III.

FOUR PHASES OF THE APPLICATION PROCESS

```
Create a          Find a job        Complete          Complete
Candidate         vacancy           online            Required
Profile                             application        Assessments
                                                       (Postal Exam)
```

Helpful Tips Before You Begin

- **Gather Information -** Read through the requirements of each phase before your begin the online application process. This will allow you to determine a list of all personal and professional information needed to complete the application thoroughly and efficiently. Gather all of this information and have it on hand in order to save time and reduce frustration.

- **Email Use Required** - A valid email address will be required and will be the source of the majority of communication from the Postal Service throughout these four phases. If you do not have a valid email address, it will be necessary to create one before beginning. Free email accounts are available and easily setup through various providers such as Google Gmail (recommended), Yahoo, or through your Internet Service Provider.

- **Internet Pop-up Windows** - As you navigate through this process, web pages may open in pop-up windows. In order to prevent these pages from being blocked, it may be necessary to change your web browser settings to allow pop-ups from the USPS website. These settings are usually found in the Settings or Options section of your web browser.

- **USPS Website Problems** – Some users have reported problems with the USPS application pages not responding or "freezing". Solution: Until this problem is resolved by USPS, apply for jobs using the "Search and Apply" path, rather than logging in to your account from the Careers page. This seems to eliminate the page navigation problems. Go to www.usps.com/careers. At the top of the screen click "Careers" and then "Search and Apply". Detailed instructions are included below.
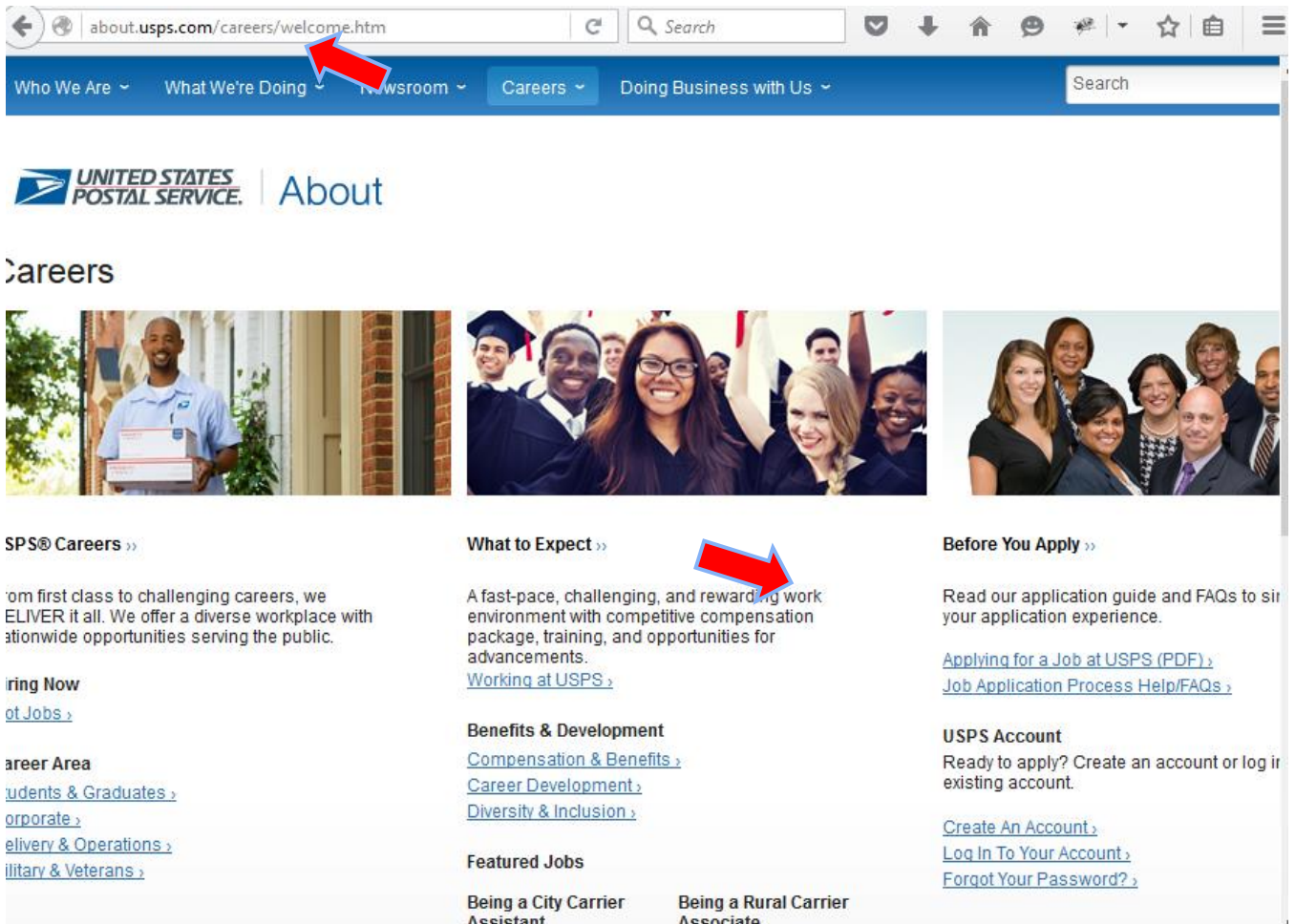
Create a Candidate Profile

The first step in the application process is to create a username and password for your profile.

Go to www.usps.com/careers. In the bottom right portion of the screen you will find an Account section. Click "Create Account".

Only one Candidate Profile may be created per person, however, that profile can be edited and saved throughout the job application process.

A username, password, and valid email address will be required, so be sure to keep a written copy of the profile information you enter.

Please note that your session will end after 30 minutes, so allot 15-25 minutes to complete your profile. Fill out the required fields and make sure to follow the guidelines for your user name and password:

- Your Login ID must consist of at least six characters. (ex: Johnsmith)
- Your Password must contain at least fifteen characters, one uppercase character and one number (1, 2, 3, etc.). The first three characters cannot be identical. (ex. Goblackandgold51)

UNITED STATES POSTAL SERVICE ®

Registration and Login

Do you already have an account? If so, Click Here to Login.

If not, register below.

To make the process easier for you in the future, most of the information you provide will be maintained in your online candidate profile. The next time you apply for a job, this information will be filled in automatically for you on the application screens. You will be able to make changes as needed. 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 fifteen characters, one UPPER CASE and one number (1,2, 3, etc.). The first three characters cannot be identical.
* indicates required field

Name
First Name:
Last Name: *

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

Make sure that the specified email address is correct. Your email address will be used to contact you Postal Service employment.

Note: eCareer requires you enable Javascript on your web browser.

Repeat E-Mail: *

After entering the required information on the first screen, click "Register". This will complete the profile portion of your application. You will automatically be prompted to continue with the application, however, you may choose to complete the remainder of the application at a later time.

You should quickly receive an email confirming your username and candidate ID number. If you do not receive it, check your Spam or Junk email folders and click "Move to Inbox".

Password: *
Repeat Password: *
Email: *

Make sure that the specified email address is correct. Your email address will be used to contact you about US Postal Service employment.

Note: eCareer requires you enable Javascript on your web browser.

Repeat E-Mail: *

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 e mail 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 r elies upon valid email addresses to coordinate application related activity.

Privacy Act Statement: Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005 and 1206. **Providing the information is voluntary, but if not provided, we may not process your request.** We do not disclose your information to third parties about your consent, except to facilitate the Registration on your behalf or request, or as legally required. This includes the following limite circumstances: to a congressional office on your behalf; to a USPS auditor; to entities, including law enforcement, as required by l in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more informatio rding our privacy policies visit us at usps.com.

Register

In the event that you forget your password, you may retrieve your profile by clicking on "Request a forgotten password" on the main application page. Enter your user name and the email address you used to register

and click the box marked "Reset Password." You will receive an email with you username and new password shortly after.

Find Job Vacancies

Although it is possible to search for open positions on the website without a profile, it is best to complete the Candidate Profile first in order to save search queries to run that specific search again.

Go to https://about.usps.com/careers/job-application/ and click on "Search job" button at the top of the screen.

Searches can be refined by entering specific keywords, cities, job functions. In order to proceed with the application process, you will need to create a Candidate Profile.

Click on the job posting you are interested in and click Apply at the bottom of the screen. This will direct you to the registration page. (This will launch a pop-up window, so if nothing happens change your browser settings to allow pop-up windows for this website.)

Highlight job to see details

Job Posting	Functional Area	Published	Match
POSTMASTER RELIEF (PTPO) - 6 HR - 55 SARAGOSA TX NC ..9253	Delivery/Customer Service	01/07/2016	100.00
CITY CARRIER ASSISTANT 2 - ANDREWS TX NC9529881	Delivery/Customer Service	01/07/2016	100.00
PSE LABORER CUSTODIAL - MIDLAND TX NC95300522	Facilities	01/07/2016	100.00
CITY CARRIER ASSISTANT 1 - HAMILTON TX NC95301304	Delivery/Customer Service	01/07/2016	100.00
CITY CARRIER ASSISTANT 1 - TEMPLE TX NC95301588	Delivery/Customer Service	01/07/2016	100.00
RURAL CARR ASSOC/SRV REG RTE - RIO GRANDE CITY TX NC95301902	Delivery/Customer Service	01/07/2016	100.00
CITY CARRIER ASSISTANT 1 - BROWNFIELD TX NC95246577	Delivery/Customer Service	01/07/2016	100.00
CITY CARRIER ASSISTANT 1 - PERRYTON TX NC95245493	Delivery/Customer Service	01/07/2016	100.00
RURAL CARR ASSOC/SRV REG RTE - PERRYTON TX NC95245005	Delivery/Customer Service	01/07/2016	100.00
RURAL CARR ASSOC/SRV REG RTE - BOOKER TX NC95243802	Delivery/Customer Service	01/07/2016	100.00
RURAL CARR ASSOC/SRV REG RTE - PORT ARANSAS TX NC95302257	Delivery/Customer Service	01/07/2016	100.0
RURAL CARR ASSOC/SRV REG RTE - ROUND ROCK TX NC95302717	Delivery/Customer Service	01/07/2016	1
RURAL CARR ASSOC/SRV REG RTE - GEORGETOWN TX NC95303013	Delivery/Customer Service	01/07/2016	.00
RURAL CARR ASSOC/SRV REG RTE - DESOTO TX NC95240929	Delivery/Customer Service	01/07/2016	100.00
CITY CARRIER ASSISTANT 1 - WILMER TX NC95240651	Delivery/Customer Service	01/07/2016	100.00

Apply

Click apply   **Scroll page to see more jobs**

Return to Search

Complete Your Online Application

The USPS application consists of six (6) pages. These pages include:

1. Personal Data
2. Work Experience
3. Education/Training
4. General Eligibility
5. Veterans' Preference
6. Attachments
7. Assessments
8. Send Application
9. Completed

The remainder of this section is devoted to walking you through the proper steps for completing each of these pages.

HELPFUL TIP

If you need to leave your application before it is complete, your information will be saved. You can return to your account later to completing your application.

Personal Data

Follow the on-screen steps to complete this portion of your application. When you finish, click "Next Page".

Application   Display Job Posting "CITY CARRIE

Show Roadmap

◄ Back | Next Page ►

Personal Data
You are now applying to the selected position. Ensure all required fields (*) are completed. Review all displayed and newly entered information and edit where necessary.
Select the Roadmap button at the top of the screen and proceed through each section (tab) in the process ensuring a response is provided to each required (*) field. After en the necessary information, you may submit your application.
What is your personal data and how can we contact you?

Form of Address: -- Select --
First Name: *   Middle Name: Last Name: *   Suffix: -- Select --
Birthplace: *
*City and state (or if outside US, country)*

Residence Address
Street/House Number: *   Street/House Number 2:
Country: *   USA   State: *   -- Select --
City: *   Zip Code: *   Find Your Zip Code

Is Mailing Address the same as Residence?   ● Yes ○ No

Mailing Address
Street/House Number: *   Street/House Number 2:
Country: *   USA   State: *   -- Select --
City: *   Columbia   Zip Code: *   Find Your Zip Code

Email: *
All communications related to your application will be sent to this email address. Please take care to ensure that the email address you are using is valid and remember to check it regularly for information regarding your application.

Primary phone number is a required field. Phone numbers must be entered using the following format 123-456-7890. Please enter 'N/A' if Business and Mobile phone numbers are not applicable.
Primary Phone: *   Business Phone: *   N/A
Mobile Phone: *

Which telephone number would you prefer us to use to contact you?
Preferred Telephone Number: Mobile Phone

* indicates a required field

◄ Back | Next Page ► | Close

Work Experience

This section asks two questions and provides a place to add work experience. Click the "Add" box at the bottom to add your employment details, starting with your most recent employment. Continue to add employment status until for at least the last seven years.

Work Experience
1. We are interested in your work history. Are you currently employed or have you been employed in the past 7 years? *
   (You may count military service, internship(s), and part time or full time volunteer work as part of your work history.)
   ● Yes ○ No

Please provide your work history. Select the Add button for each period of work experience to provide a history of your employment starting with your present position and working back 7 years (even if this was before your 16th birthday).
Make sure you cover 7 years of work history, without date gaps. For any period of unemployment, include an entry with "Unemployed" as the company name.

Work Experience

Start Date	End Date	Employer	Street/Work Address	Street/Work Address 2	City	Country	Job Title
11/2013		Self employed	101 BLYTHE CIRCLE		Columbia	USA	Freelance Services
01/							

Add **Click to add work experience**

2. Are you a former Postal Service
   ○ Yes ● No
3. May we contact your present employer about your character, qualifications, and employment record? A "No" will not affect your consideration for employment.
   ● Yes ○ No
4. Have you ever been fired from any job for any reason? *
   ○ Yes ● No
5. Have you ever quit a job after being notified that you would be fired? *
   ○ Yes ● No

Employer: *
If unemployed, please type 'unemployed'

Government Employment Type: *

Select on the check box if this is your
current employer or if you are currently
'unemployed'

Grade Level:

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

Street/Work Address: *

Street/Work Address 2:

Country: *

City:

State: Zip Code:

Supervisor Name: *   Telephone Number: *

Reason for Leaving: *   Current/Final Salary: *

Functional Area: -- Select --

Job Title: *
If unemployed, please type 'unemployed'

Were you a supervisor?   ○ Yes ○ No

Description:

If you are unable to provide the phone number of your previous employer, enter "unknown" in the box provided. Save your entry and repeat this process until you have completed your seven-year employment history. This includes any periods of unemployment. Put "unemployed" in the "Employer" field then provide the dates when you were out of work.

After answering all remaining questions, click "Next Page".

Education/Training

Input information regarding your education and training. As with the Work Experience section, click the "Add" box and complete the required fields regarding any education or training you have received.

After completing your first entry, click on the "Save" button then repeat the process as many times as needed until you have added all education and training information. Once you have completed all the required fields, click on "Next Page."

General Eligibility

This section will ask 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 U.S. citizen and if any of your blood or marital relatives are currently employed by the USPS.

For question 4a, male applicants born after December 31, 1959 will be asked if they are registered with the Selective Service System and if so, to enter your Selective Service number. If you need to find out what your Selective Service number is, go to their website at www.sss.gov and click "Check registration." Follow the instructions provided to retrieve your number.

After answering all the remaining questions, click on "Next Page".

Veterans' Preference

For information on obtaining a copy of your DD 214 form, visit www.archives.gov/veterans/military-service-records/dd-214.html.

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).*

   Note! If yes, attach DD Form(s) 214 for each period of active duty.

   ⦿ Yes   ○ No

   Please list all periods of active military service in the Terms of Services box below, and then select the Supporting Docs tab to attach your DD Form(s) 214.

Terms of Services	Supporting Docs

   Please attach DD Form 214, member copy 4, for each period of military service. To attach files, select the Browse button to locate and select the document(s), then select the Save button. Repeat the process for each DD Form 214. Today's date will display in the Changed On field when the upload is successful.

   Note: Uploaded documents must be less than 2 MB and any of the following document file extensions; .pdf, .tif, .gif, .jpeg and .jpg

   Attachment type: DD Form 214

   File: Choose File No file chosen

   [Save]

   Required supporting documents

Name	Status	Changed on
ⓘ The table does not contain any data		

   [Delete]

2. Have you ever been discharged from the armed forces under conditions other than Honorable (i.e., Dishonorable, Other than Honorable, Undesirable, Bad Conduct, General Discharge, Under Honorable Conditions)? You may omit any such discharge changed to Honorable by a Discharge Review Board or similar authority.*

   ○ Yes   ⦿ No

3. Do you claim 5-point preference based on active duty in the armed forces?*

   Note! If you claim 5 point preference and do not attach DD Form 214(s) as supporting documentation, the additional 5 points cannot be credited.

All applicants are required to answer the "yes or no" questions in his section whether or not you have served in the United States Armed Forces. If you were discharged from the armed forces under conditions other than honorable, you will need to provide the details at length.

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

Five-Point Preference

Veterans who earn a passing grade on the postal exam will have five points added to their exam score. In order to claim a 5-point preference, submit a copy of your DD Form 214, Certificate of Release or Discharge from Active Duty.

Ten-Point Preference

Disabled veterans or Purple Heart recipients who earn a passing grade on the postal exam will have ten points added to their score. A ten--point preference will also be given to the following people:

- Spouse of a veteran whose unable to work because of a service-related disability
- Unmarried widow of certain deceased veteran
- Mother of a veteran who died in service or was permanently and totally disabled

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

If your answer to question 1 is "yes", a blue box will appear marked "Terms of Service." If your answer to question 4 is "yes", a blue box will appear marked "Supporting Docs." Complete the required fields and attach the necessary electronic documents requested for this section.

Once you have completed all the required fields, click on "Next Page."

Attachments

If the position you are applying for requires you to send supporting documents, you can upload them here. Click on "Next Page" once you finish uploading all the necessary documentation.

Authorization and Release

This section will help the USPS collect information to enable them to perform a background check on you.

Answer the questions regarding whether or not you have a criminal history. Afterwards, click the three tabs marked **Other Names**, **Previous Addresses**, and **Additional Information**. Similar to the previous Driving History section, you need to go to the said tabs and add the required information in the spaces provided.

For example, when you click on the tab marked "Other Names," you will then click on the "Add" box, and spaces will appear where you can add any other names that you may have gone by in the past. When you are done, click on the "Save" button. Repeat this process 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 pending criminal charges against you.

Prior to requesting a criminal records check from a consumer-reporting agency, the USPS will send an email 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. Make sure to respond promptly to this email. Delaying your response or not responding at all can greatly affect your chances of getting a job with the USPS.

Send Application

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" will also be in this section so make sure your computer has a PDF viewer. It compiles all the information from the previous sections and allows you to view it in one concise document. Read over this carefully and check for errors. If you need to make some changes, go back to the specific section where the changes need to be made and complete your revisions. When you are ready to submit your application, click on the "Send Application" box. USPS will review it accordingly.

If your application is missing any required information, you will receive a message indicating this error. Supply the needed information and resubmit your application.

Once submitted, a new page will appear on your screen informing you that your application has been successfully submitted. Shortly after, you will receive an email Acknowledgment of Application from the following email address: ecareerworkflow@usps.com. This message will confirm receipt of your application and will also include information on the assessment requirements related to the job for which you applied.

Note: If you do not receive this email, check your Spam or Junk Mail folder as your email provider may have treated the message as such. If you find it there, mark it "not spam" and move it to your regular Inbox.

Submit as many applications for employment with the USPS as you wish using their online application system. There is no limit and the only requirement is that each application should be complete and submitted before beginning another.
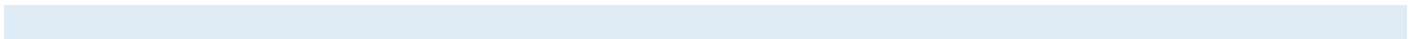
Overview

The assessment process is a crucial part of your job application with the USPS. This section provides a summary of each step of this process.

The following steps make up the entire process of completing postal exam 474, 475, 476 and 477:

THE ASSESSMENT PROCESS

Establish an assessment account → Complete Part D online assessment → If invited, sign up for Parts A, B, and C → Assessment Scores → Passing = 70% or higher
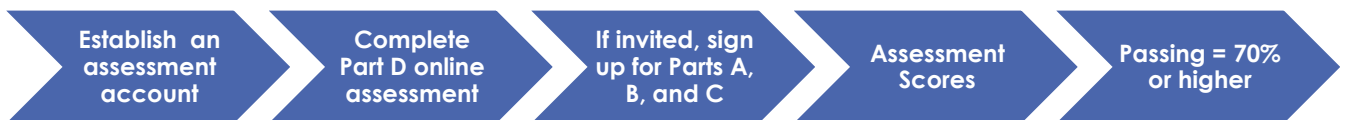
Step 1: Establish an assessment account

Candidates applying for jobs that require the completion of an assessment/exam will receive an email entitled "Acknowledgement of Application" which will explain the details of the assessment related that position as well as the candidate's ID number. Write this down for safekeeping because it is necessary when registering for the assessment. The email will also provide instructions on how to set up an assessment account.

Submission of an application does not guarantee an invitation for assessment. Each job posting has a maximum number of applicants who will be tested. Upon submission of your application, a message will appear on the screen indicating whether you are invited to test or if the maximum has been reached. If your message indicates you are invited, watch your email for the details of your invitation. If you are not invited, be aware that you may potentially receive an invitation at a later date.

Step 2: Successfully complete the online assessment

You will receive an email from the USPS applicant tracking system (eCareer). The message will contain a link that will enable you to launch and complete the assessment.

The assessment can be completed by using a smartphone, tablet, or computer at a time and place of your choosing. To do your best work, you are encouraged to complete the assessment in an environment free of noise and distractions.

You have a total of 3 days (72 hours) to complete the VEA. Please be mindful to start the assessment as soon as possible once you have received your email invitation.

Below is a summary of Exam 474 or the Virtual Entry Assessment. Additional information regarding the content of each test is provided in a Section IV.

Breakdown of Exam 474: Virtual Entry Assessment for City or Rural Mail Carriers

	Test Section	Format	# of Items	You will…
Section 1	Introduction	Un-proctored, online test to be completed within 3 days of notification	N/A	Complete all questions and read through brief history of Postal Services
Section 2	Work Scenarios		8	Answer by choosing 2 out of 4 options from most likely to least likely in order to resolve each situation.
Section 3	Tell Us Your Story		20	Reviews your work history and experience. Remember to only include information you provide in your resume and original application. It might be taken as points against your application if there are any inconsistencies.
Section 4	Describe Your Approach		56	The purpose of this test is to learn more about you, your working style, and your previous work experience.

Breakdown of Exam 475: Virtual Entry Assessment for Mail Handlers

	Test Section	Format	# of Items	You will…
Section 1		Un-proctored, online test to be completed within 3 days of notification	N/A	Complete all questions and read through brief history of Postal Services
Section 2	Work Scenarios		9	Answer by choosing 2 out of 4 options from most likely to least likely in order to resolve each situation.
Section 3	Check for Errors		12	It consists of 12 questions each containing a pair of 8-digit numbers. If these pairs are the same, you should select "Match" as your answer. If the pair is not an exact match, you should select "Error".
Section 3	Tell Us Your Story		22	Reviews your work history and experience. Remember to only include information you provide in your resume and original application. It might be taken as points against your application if there are any inconsistencies.
Section 4	Describe Your Approach		76	The purpose of this test is to learn more about you, your working style, and your previous work experience.

Breakdown of Exam 476: Virtual Entry Assessment for Mail Handlers

	Test Section	Format	# of Items	You will…
Section 1		Un-proctored, online test to be completed within	N/A	Complete all questions and read through brief history of Postal Services
Section 2	Work Scenarios		9	Answer by choosing 2 out of 4 options from

		3 days of notification		most likely to least likely in order to resolve each situation.
Section 3	Check for Errors		12	It consists of 12 questions each containing a pair of 8-digit numbers. If these pairs are the same, you should select "Match" as your answer. If the pair is not an exact match, you should select "Error".
Section 3	Tell Us Your Story		22	Reviews your work history and experience. Remember to only include information you provide in your resume and original application. It might be taken as points against your application if there are any inconsistencies.
Section 4	Describe Your Approach		76	The purpose of this test is to learn more about you, your working style, and your previous work experience.

Breakdown of Exam 477: Virtual Entry Assessment for Mail Handlers				
	Test Section	Format	# of Items	You will…
Section 1		Un-proctored, online test to be completed within 3 days of notification	N/A	Complete all questions and read through brief history of Postal Services
Section 2	Work Scenarios		9	Answer by choosing 2 out of 4 options from most likely to least likely in order to resolve each situation.
Section 3	Work Your Register		12	This section of the test presents you with questions showing a transaction that's been made. Each question also includes the amount of the purchase, the amount paid, and the change due. You are tasked with selecting the smallest number of bills and coins that can be used to give the customer their change. Your score in this section is based on how quickly and accurately you answered each question.
Section 3	Tell Us Your Story		22	Reviews your work history and experience. Remember to only include information you provide in your resume and original application. It might be taken as points against your application if there are any inconsistencies.
Section 4	Describe Your Approach		76	The purpose of this test is to learn more about you, your working style, and your previous work experience.

Step 3: Check Results

Once you have completed the VEA you may check your results by logging in to your eCareer Candidate Profile. Open the Roadmap and go to the Assessments page (7).

This score will be used if you apply to jobs that require the same VEA version.

Register To Take the Virtual Entry Assessment

Not everyone who submits an application will be invited to take the VEA. Each job posting has a pre-determined number of applicants who are invited to complete the assessment. Invitations are issued on a "first-come, first-served" basis.

If you are not initially invited to complete the assessment, you may still have an opportunity to take it in the future. You are encouraged to watch your email for additional information.

Scoring, Eligibility, and Ranking

A passing score (70%) on test 474 qualifies candidates to continue in the hiring process but does not guarantee employment with the Postal Service.

Those who qualify are placed on an entrance register. This register is used as a guide for the USPS for consideration of qualified applicants. Qualified candidates are ranked from highest to lowest score.

By law, veterans are eligible to receive preference points, which are added to their test score before being ranked on the register.
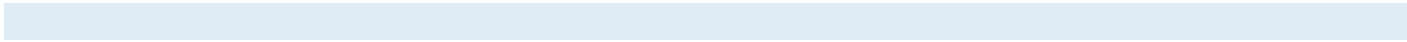
Overview

Candidates applying for any of the four major entry-level positions are required to complete test. This exam assesses general aptitude and/or characteristics. It does not test knowledge of facts. It is a screening process related to job-related criteria for applications and allows applicants to compete for positions.

The purpose of this test is to identify individuals with important job-related experience, abilities, and personal characteristics related to the quick and accurate movement of sorting and delivering large volumes of mail.

Preparing for the Assessments

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

- Knowledge of exam content
- Effective test-taking strategies
- Several reliable practice tests and lots of practice to master the necessary skills needed and increase your speed in answering the exam.

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

The remaining part of Section III gives you an idea of what the questions will look like, and helps your prepare for each part. 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 Section V of this guide.

Exam Scoring

A basic rating of 70 is required to pass Exam 474 and to be considered for employment with the Postal Service.

Following your exam, you will receive an email message shortly after with the subject line "Notice of Rating." If you receive a passing score, you may use it until the date shown on the email. If you receive notice of an ineligible rating, you need to wait at least 120 days before you can retake 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. Please note that your new passing test score cannot be added to applications you submitted previously.

Once you have completed the VEA you may check your results by logging in to your eCareer Candidate Profile. Open the Roadmap and go to the Assessments page (7).

This score will be used if you apply to jobs that require the same VEA version.
Candidates who do not receive a passing score are ineligible on this version of the VEA. The score on your Assessment page will say "ineligible". If you don't successfully pass a version of the VEA on your first attempt, you will be able to try again after one year. You may still apply to other jobs that require a different version of the VEA.
Candidates who do not complete the assessment within 72 hours are also determined to be ineligible. In this case, you are ineligible for the specific job to which you applied. You may apply again to any jobs requiring this version of the VEA, as well as to other jobs that require a different version of the VEA.

Exam: Address Checking

Address Checking Explained

The address checking portion of the test is made up of 60 questions that you need to answer in 11 minutes. You will be comparing two addresses and ZIP codes to determine whether or not they are identical. Take as many practice tests as possible until you become more efficient at making detailed address and ZIP code comparisons.

Sample Address and ZIP Code:
Address: 1422 Edward Ave.   Zip Code: 70808
Baton Rouge, Louisiana
*Note that the address for purposes of this test may exclude the zip code or list it separately.

Format:
There will be two columns for you to compare in this section. The left column contains a list of "correct addresses" and ZIP codes, while the right column holds a list of "addresses to be checked."

Example Question:

	Correct Address			Address to Be Corrected	
	Address	**ZIP Code**		**Address**	**Zip Code**
1.	3258 Parker Ave Minneapolis, MN	55416		3258 Parker Ave Minneapolis, MN	55416
2.	109 Fennel St Washington, DC	20037-8001		109 Fennel St Washington, DC	20087-8001

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

What To Do:
Compare the "correct address" on the left with the "address to be checked" on the right. Check carefully if the two addresses are exactly a match. Then based on your observation, choose which of the four choices the correct answer is.

Practice Tests

To help you make comparisons in a quick and accurate manner during the test, practice tests are included in Section V of this guide. Answer all questions and review them periodically until you get all items correct in record time. Examples are found on the following page.

Questions on the practice tests will ask you to compare two address components and determine if they are alike or different.

Example questions:

1. 2134 S 18th St   2134 S 15th St
2. Kansas City, OH   Kansas City, OH
3. 12 Oak St   13 Oak Rd

Answer choices for each:

(A) Alike   (D) Different

Look at the address on the left and compare it to the one on the right, then choose the correct 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")

Test Strategies:

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

- Differences in spellings of street, city, state
- Differences in number order in the ZIP code, or just different numbers
- Differences in abbreviations such as St. (street) and Rd. (road)

When looking at numbers, be sure to pay attention to those with similar shapes, such as 8 and 3. Look closely when asked to compare ZIP codes like 70808 with 70308.

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

A. No Errors (It means the address and ZIP code on the left are exactly the same as those on the right)
B. Address Only (It means only the address is different)
C. ZIP Code Only (It means only the ZIP code is different)
D. Both (It means both the Address and ZIP code are different)

Familiarize yourself with these multiple-choice options so you can answer the questions as quickly as possible. Remember that you only have a limited amount of time to complete this portion of the test.

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

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 at least one error in the address, it will not 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.

Let's look at another example.

Correct Address			Address to Be Checked		
	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
3.	2100 Martin Ave Richmond, VA	23221		2100 Martin Ave Richmond, VA	23221
4.	3821 Bobbin Lane Chicago, IL	60565-2101		3821 Bobbin Lane Chicago, IL	60564-2101

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

Answers:

1. B) Street Address only
    The street number is different. (3258 in one, 3528 in the other)
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.
3. A) No Errors
4. C) Zip Code Only (60564 and 60565)

When you take the actual exam at the test center, you will first be given two practice exercises, which will not be scored. After answering the two practice exercises, you will be given the actual test, which will be scored. The test is comprised of 60 questions and should be answered in 11 minutes.

One important thing to remember when filling in the answer sheets on both the practice exams and on the actual test is that you must not lose your place on the answer sheet. Because of the short-allotted time to answer the test, candidates have a tendency to skip a number on an answer sheet and mark a series of answers incorrectly before discovering the mistake they made. You do not want to have to take time to erase and start over. You can skip a question if you don't know the answer but make sure you don't lose your place on the answer sheet.

Scoring Part A:

- Each correct answer is worth one (1) point with blank answers receive zero (0) points.
- For each wrong answer, 1/3 of a point is subtracted from the points you have earned.

Therefore, because you are penalized for wrong answers, you should never guess in this section. If you begin to run out of time, do not randomly start filling in your answer sheet with answers. The best strategy is to practice doing address comparisons beforehand. You can use a timer so you can get an idea of how much time it will take you to accomplish the actual exam.

Exam: Form Completion

Form Completion Explained:

The form 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 samples of different postal forms, and will have to answer several questions for each different form you are shown. **The following is an example.**

United States Postal Service
Postage Statement—First-Class Mail and First-Class Package Service

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)
1

Use this form for First-Class Mail and First-Class Package Service.

Mailer

Permit Holder's Name and Address and Email Address, if Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Mail Owner (If other than permit holder)
2a				**2b**

CAPS Cust. Ref. No. _____

CRID _____   CRID _____   CRID _____

Mailing

Post Office of Mailing	Processing Category	Parcels Only Hold For Pickup HFPU No. of Pieces	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Conta
Type of Postage ☐ Permit Imprint ☐ Precanceled Stamps ☐ Metered	☐ Letters ☐ Flats ☐ Parcels	_____	Weight of a Single Piece **3a** ___ ___ . ___ ___ pounds	Combined Mailing ☐ Single Class	SSF Transaction ID#	____ Sacks
					Total Pieces	____ 1 ft. Letter Tra
Permit #	For Mail Enclosed Within Another Class ☐ Standard Mail ☐ Bound Printed Matter ☐ Periodicals ☐ Library Mail ☐ Media Mail				Customer Generated Electronic Labels ☐ SigCon	____ 2 ft. Letter Tra
						EMM Letter Tr
For Automation Price Pieces, Enter Date of Address Matching and Coding ___ ___ / ___ ___ / ___ ___ ___ ___	Move Update Method: ☐ Ancillary Service Endorsement ☐ OneCode ACS ☐ NCOALink ☐ ACS ☐ Alternative Method ☐ Multiple ☐ n/a Alternative Address Format				Total Weight **3b**	____ Flat Trays
						____ Pallets
Letter or Flat-size mailpieces contain:	Parts Completed (Select all that apply) ☐ A ☐ B ☐ C ☐ D ☐ E					

Use the form to answer questions 1-3.

1. Where would the sender's (permit holder's) name and address be listed?
   A. Box 1
   B. Box 2a
   C. Box 2b
   D. Box 3a

2. Where would the total weight of the package be listed?
   A. Box 1
   B. Box 2a
   C. Box 3a
   D. Box 3b

3. Where would the arrival date and time of the package be listed?
   A. Box 1
   B. Box 2a
   C. Box 3a
   D. Box 3b

Answers:
1. Box 2a
2. Box 3b askes for the total weight; 3a would be incorrect as it asks for the weight of a single piece. Some deliveries may have multiple pieces; therefore, 3b is the listing of the total weight.
3. Box 1

Test Strategies:

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

Similar to Part A, 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 all 30 questions.

Scoring Part B:

- Each correct answer is worth one (1) point with blank answers receive zero (0) points.
- Unlike Part A, there is no penalty for wrong answers; your score is simply the number of answers you answer correctly.

Because you are not penalized for wrong answers, it is okay to guess if you begin to run out of time. 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 space so you do not lose your place on the answer sheet.

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. You should familiarize yourself with the forms in the practice tests of this guide in order to feel comfortable when taking the actual exam.

Three full-length Form Completion practice tests are available in Section V of this guide.

Preparing for Part C: Coding and Memory

This portion of the test is broken into two sections.

Section I, Coding: 36 questions to be completed in 6 minutes; use a guide to identify the route to which certain addresses belong.

Section II, Memory: 36 questions to be completed in 7 minutes. From memory, without using the guide, identify the route to which certain addresses belong.

It is important to note that Part C make up a total of 72 questions on your assessment. The Coding section will be numbered 1 to 36, while the Memory section will be numbered 37-72.

Section I, Coding Explained:

You will be presented with a Coding Guide to use in Section I. You will be required to memorize the coding guide for Section II, so pay as much attention to it and commit as much to memory as you can when you first see it in Section I.

Familiarize yourself with the general items that appear in the example coding guide on the following page. 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, 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, delivery route A serves addresses 30-60 on Hwy 53, while delivery route B serves addresses 61-99 on Hwy 53.

Look at the examples on the next page.

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**

	Address				
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

Answers:

1: C

2. B   Even though you may have looked at delivery route A first and saw that it serves Edgewood, the address is not within route A's range. It is within route B's range.

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.

4. A

5. D   Hwy 55 routes are not on this list, only Hwy 53

6. B

7. C

8. D

9. D

10. A

A 40 question First-Step Quiz for this section is also included in Section V 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 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.

Test Strategy:

Since these practice exercises are not scored, it might benefit you to quickly answer a couple of questions and use your time memorizing 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 will not be able to look at it in the Memory Section.

Section II, Memory Explained:

The memory portion of the test is generally considered the most challenging because you will be tested based on your skill to remember a lot of information in a short period of time. The Memory section is divided into four segments:

    1. Three--minute study time - You will be given three minutes to memorize the coding guide that you used in the Coding section.
    2. Ninety-second practice exercise - You will have 90 seconds to answer eight questions. The coding guide is not shown, and this practice exercise is not scored.
    3. Five-minute study time - You will be given five more minutes to memorize the coding guide.
    4. The actual test - This is the part that will be scored for your assessment. You will be given seven minutes to answer 36 questions based on the coding guide you memorized prior to the test.

The Memory section questions are similar to the questions found in the Coding section. You will be given an address and asked to identify the delivery route as A, B, C, or D, using the coding guide. The only difference is that in this section, you will not have the coding guide to look at – you must have it memorized.

Test Strategy, Memorizing the Coding Guide:

You will have at least eight minutes to memorize the coding guide before answering the actual test. 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 two routes like this on the test, you will 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. To make it easier for you during the test, you can round up in all of these situations.

So for the Edgewood range above, you would have to memorize the following:
- Edgewood Dr 1100-1680 go with Route A
- 1680-1800 go with Route B

By rounding up, you will 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 will then have to 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, you should have memorized a good portion of the code.

All that remains is to memorize the ranges and routes for the streets that only appear once. In the above example, you will have to 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.

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 two 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 two ranges to make memorization easier. You would not, however, round

the number 99 up to 100.

When memorizing a coding guide as described here, 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.

Example Questions:

Allow yourself eight minutes to memorize the coding guide from the previous section. Be sure you time yourself so you will not go over or under the time allotted. Without looking back at the guide, answer the following questions.

	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

Answers:

1. B

2. C

3. A

4. D

5. C

6. A

7. D, There is no State Rt. 15 on this guide.

8. A

9. C

10. D

Preparing for Part D: Inventory of Personal Characteristics and Experiences

The USPS will likely have dozens of applicants for every job opening. This portion of the exam (Part D) will help distinguish which of the candidates would be a good fit for the position and the company.

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 for this test. However, the USPS will look at this section to determine if you will likely be a good candidate for employment. It is important to keep in mind that all employers generally want workers who are team players, positive, self-directed, goal-oriented and responsible.

The USPS will grade this part of the test, although they have never released any details as to how exactly it is scored. The important thing to remember is that a passing score on this part 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. Therefore, read each question carefully, and answer as honestly as you can, keeping 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:
You should familiarize yourself with these choices, so that you will be able to quickly answer the questions as you go through them. The following is an example of a question you might see in this agree/disagree format:

> Choose the answer which best describes how much you either agree or disagree with this statement.
> Ex: It is hard for me to be polite to co-workers who interrupt me when I'm talking.
> A. Agree
> B. Strongly Agree
> C. Disagree
> D. Strongly Disagree

Frequency Questions:

Some questions will likely include frequency responses.
> Ex: 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 in 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. Choose only one answer that best describes your experience.

Ex: 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 proceed to the other parts of the test. When you are ready to complete Part D of the test, 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 it, use the link provided in the Assessment Invitation email you received. Complete the test on your home computer or on any other computer with an internet access.

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

Section V: First-Step Quizzes and Practice Tests

Overview

This section provides samples questions similar to those found on the Postal Battery Exam 473. The questions provided are not actual test questions, but do provide practice on basic knowledge and test structure.

Exam 473 Practice Tests

Answer sheets and answer keys are provided for each test with the exception of Part D, for which there are no right or wrong answers.

Making multiple copies of answer sheets will allow you to take the practice tests more than once.

Refer to the time allotment for each test and, be sure to set a timer for each section before you begin.

Part D: Inventory of Personality & Experiences Practice Test

Beginning on the next page are 135 questions for this practice test. Directions: Take 30-45 minutes to answer all of the questions. Mark you answers on the answer sheet provided at the end of this test. There are no correct or incorrect answers.

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 do not 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 is 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.

E. Very Often
F. Often
G. Sometimes
H. 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 get frustrated when others are unorganized.

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 co-workers.

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 get frustrated when I am not given enough time to finish.

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

121. I .help others solve problems.

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

122. I understand new ideas quickly.

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

123. I finish one task before starting a new one.

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

124. I offer encouragement to others when they are down

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

Answer Sheet, Part D: Inventory of Personality and Experiences Practice Test

1. Ⓐ Ⓑ Ⓒ Ⓓ	36. Ⓐ Ⓑ Ⓒ Ⓓ	71. Ⓐ Ⓑ Ⓒ Ⓓ	105. Ⓐ Ⓑ Ⓒ Ⓓ
2. Ⓐ Ⓑ Ⓒ Ⓓ	37. Ⓐ Ⓑ Ⓒ Ⓓ	72. Ⓐ Ⓑ Ⓒ Ⓓ	106. Ⓐ Ⓑ Ⓒ Ⓓ
3. Ⓐ Ⓑ Ⓒ Ⓓ	38. Ⓐ Ⓑ Ⓒ Ⓓ	72. Ⓐ Ⓑ Ⓒ Ⓓ	107. Ⓐ Ⓑ Ⓒ Ⓓ
4. Ⓐ Ⓑ Ⓒ Ⓓ	39. Ⓐ Ⓑ Ⓒ Ⓓ	73. Ⓐ Ⓑ Ⓒ Ⓓ	108. Ⓐ Ⓑ Ⓒ Ⓓ
5. Ⓐ Ⓑ Ⓒ Ⓓ	40. Ⓐ Ⓑ Ⓒ Ⓓ	74. Ⓐ Ⓑ Ⓒ Ⓓ	109. Ⓐ Ⓑ Ⓒ Ⓓ
6. Ⓐ Ⓑ Ⓒ Ⓓ	41. Ⓐ Ⓑ Ⓒ Ⓓ	75. Ⓐ Ⓑ Ⓒ Ⓓ	110. Ⓐ Ⓑ Ⓒ Ⓓ
7. Ⓐ Ⓑ Ⓒ Ⓓ	42. Ⓐ Ⓑ Ⓒ Ⓓ	76. Ⓐ Ⓑ Ⓒ Ⓓ	111. Ⓐ Ⓑ Ⓒ Ⓓ
8. Ⓐ Ⓑ Ⓒ Ⓓ	43. Ⓐ Ⓑ Ⓒ Ⓓ	77. Ⓐ Ⓑ Ⓒ Ⓓ	112. Ⓐ Ⓑ Ⓒ Ⓓ
9. Ⓐ Ⓑ Ⓒ Ⓓ	44. Ⓐ Ⓑ Ⓒ Ⓓ	78. Ⓐ Ⓑ Ⓒ Ⓓ	113. Ⓐ Ⓑ Ⓒ Ⓓ
10. Ⓐ Ⓑ Ⓒ Ⓓ	45. Ⓐ Ⓑ Ⓒ Ⓓ	79. Ⓐ Ⓑ Ⓒ Ⓓ	114. Ⓐ Ⓑ Ⓒ Ⓓ
11. Ⓐ Ⓑ Ⓒ Ⓓ	46. Ⓐ Ⓑ Ⓒ Ⓓ	80. Ⓐ Ⓑ Ⓒ Ⓓ	115. Ⓐ Ⓑ Ⓒ Ⓓ
12. Ⓐ Ⓑ Ⓒ Ⓓ	47. Ⓐ Ⓑ Ⓒ Ⓓ	81. Ⓐ Ⓑ Ⓒ Ⓓ	116. Ⓐ Ⓑ Ⓒ Ⓓ
13. Ⓐ Ⓑ Ⓒ Ⓓ	48. Ⓐ Ⓑ Ⓒ Ⓓ	82. Ⓐ Ⓑ Ⓒ Ⓓ	117. Ⓐ Ⓑ Ⓒ Ⓓ
14. Ⓐ Ⓑ Ⓒ Ⓓ	49. Ⓐ Ⓑ Ⓒ Ⓓ	83. Ⓐ Ⓑ Ⓒ Ⓓ	118. Ⓐ Ⓑ Ⓒ Ⓓ
15. Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓐ Ⓑ Ⓒ Ⓓ	84. Ⓐ Ⓑ Ⓒ Ⓓ	119. Ⓐ Ⓑ Ⓒ Ⓓ
16. Ⓐ Ⓑ Ⓒ Ⓓ	51. Ⓐ Ⓑ Ⓒ Ⓓ	85. Ⓐ Ⓑ Ⓒ Ⓓ	120. Ⓐ Ⓑ Ⓒ Ⓓ
17. Ⓐ Ⓑ Ⓒ Ⓓ	52. Ⓐ Ⓑ Ⓒ Ⓓ	86. Ⓐ Ⓑ Ⓒ Ⓓ	121. Ⓐ Ⓑ Ⓒ Ⓓ
18. Ⓐ Ⓑ Ⓒ Ⓓ	53. Ⓐ Ⓑ Ⓒ Ⓓ	87. Ⓐ Ⓑ Ⓒ Ⓓ	122. Ⓐ Ⓑ Ⓒ Ⓓ
19. Ⓐ Ⓑ Ⓒ Ⓓ	54. Ⓐ Ⓑ Ⓒ Ⓓ	88. Ⓐ Ⓑ Ⓒ Ⓓ	123. Ⓐ Ⓑ Ⓒ Ⓓ
20. Ⓐ Ⓑ Ⓒ Ⓓ	55. Ⓐ Ⓑ Ⓒ Ⓓ	89. Ⓐ Ⓑ Ⓒ Ⓓ	124. Ⓐ Ⓑ Ⓒ Ⓓ
21. Ⓐ Ⓑ Ⓒ Ⓓ	56. Ⓐ Ⓑ Ⓒ Ⓓ	90. Ⓐ Ⓑ Ⓒ Ⓓ	125. Ⓐ Ⓑ Ⓒ Ⓓ
22. Ⓐ Ⓑ Ⓒ Ⓓ	57. Ⓐ Ⓑ Ⓒ Ⓓ	91. Ⓐ Ⓑ Ⓒ Ⓓ	126. Ⓐ Ⓑ Ⓒ Ⓓ
23. Ⓐ Ⓑ Ⓒ Ⓓ	58. Ⓐ Ⓑ Ⓒ Ⓓ	92. Ⓐ Ⓑ Ⓒ Ⓓ	127. Ⓐ Ⓑ Ⓒ Ⓓ
24. Ⓐ Ⓑ Ⓒ Ⓓ	59. Ⓐ Ⓑ Ⓒ Ⓓ	93. Ⓐ Ⓑ Ⓒ Ⓓ	128. Ⓐ Ⓑ Ⓒ Ⓓ
25. Ⓐ Ⓑ Ⓒ Ⓓ	60. Ⓐ Ⓑ Ⓒ Ⓓ	94. Ⓐ Ⓑ Ⓒ Ⓓ	129. Ⓐ Ⓑ Ⓒ Ⓓ
26. Ⓐ Ⓑ Ⓒ Ⓓ	61. Ⓐ Ⓑ Ⓒ Ⓓ	95. Ⓐ Ⓑ Ⓒ Ⓓ	130. Ⓐ Ⓑ Ⓒ Ⓓ
27. Ⓐ Ⓑ Ⓒ Ⓓ	62. Ⓐ Ⓑ Ⓒ Ⓓ	96. Ⓐ Ⓑ Ⓒ Ⓓ	131. Ⓐ Ⓑ Ⓒ Ⓓ
28. Ⓐ Ⓑ Ⓒ Ⓓ	63. Ⓐ Ⓑ Ⓒ Ⓓ	97. Ⓐ Ⓑ Ⓒ Ⓓ	132. Ⓐ Ⓑ Ⓒ Ⓓ
29. Ⓐ Ⓑ Ⓒ Ⓓ	64. Ⓐ Ⓑ Ⓒ Ⓓ	98. Ⓐ Ⓑ Ⓒ Ⓓ	133. Ⓐ Ⓑ Ⓒ Ⓓ
30. Ⓐ Ⓑ Ⓒ Ⓓ	65. Ⓐ Ⓑ Ⓒ Ⓓ	99. Ⓐ Ⓑ Ⓒ Ⓓ	134. Ⓐ Ⓑ Ⓒ Ⓓ
31. Ⓐ Ⓑ Ⓒ Ⓓ	66.. Ⓐ Ⓑ Ⓒ Ⓓ	100. Ⓐ Ⓑ Ⓒ Ⓓ	135. Ⓐ Ⓑ Ⓒ Ⓓ
32. Ⓐ Ⓑ Ⓒ Ⓓ	67. Ⓐ Ⓑ Ⓒ Ⓓ	101. Ⓐ Ⓑ Ⓒ Ⓓ	
33. Ⓐ Ⓑ Ⓒ Ⓓ	68. Ⓐ Ⓑ Ⓒ Ⓓ	102. Ⓐ Ⓑ Ⓒ Ⓓ	
34. Ⓐ Ⓑ Ⓒ Ⓓ	69. Ⓐ Ⓑ Ⓒ Ⓓ	103. Ⓐ Ⓑ Ⓒ Ⓓ	
35. Ⓐ Ⓑ Ⓒ Ⓓ	70. Ⓐ Ⓑ Ⓒ Ⓓ	104. Ⓐ Ⓑ Ⓒ Ⓓ	

Part A: Address Checking, First-Step Quiz

Directions: Determine whether the addresses are alike or different. Mark either A or D on the answer sheet provided. Check your answers using the Practice Test 1 answer key.

Compare the addresses in the two columns. Mark (A) for Alike or (D) for different.

	Correct Address	Address to Check
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 3111
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
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	7 Tillman 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 9th Ave	1213 W 9th Ave.
33.	1818 Edison Road	18181 Edison Road
34.	Sevierville, TN	Sevierville, TN

Part A: Address Checking First-Step Quiz

Answer Sheet

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

Part A: Address Checking First-Step Quiz

Answer Key

1.	A	**21.**	A
2.	A	**22.**	D- 2929, 2299
3.	D- Main, Mane	**23.**	A
4.	D- CA, GA	**24.**	D- 8923, 8623
5.	A	**25.**	D- AR, AZ
6.	D- NC, SC	**26.**	D- Tillman, Tilman
7.	A	**27.**	A
8.	D- 3194, 3195	**28.**	D- Branson, Bronson
9.	A	**29.**	D- Leery, Leary
10.	A	**30.**	D- 30033, 30083
11.	D- Many, Manny	**31.**	A
12.	D- Ave, Lane	**32.**	D- South (S), West (W)
13.	A	**33.**	D- 1818, 18181
14.	D- City and state differ	**34.**	A
15.	A		
16.	A		
17.	D- Dove, Dover		
18.	D- 534, 543		
19.	D- Dr, Cir		
20.	A		

Part A: Address Checking, Practice Test 1

Directions: Compare the addresses in the two columns. Mark the answer that indicates the errors in the second set of addresses.

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Correct Address	ZIP Code	Address to Check	ZIP Code to Check
1.	4710 E. Asahi Rd. Commerce, GA	39157	4710 E. Asahi Rd. Commerce, GA	39157
2.	15399 Benson Ln. Chicago IL	60068-1409	15399 Benson Ln. Chicago IL	60053-1409
3.	2014 Simpleton Ave. Port Allen, LA	70764	2014 Simpleton Ave. Port Allen, LA	70767
4.	2500 Beechers Brook Vancover, WA	98622	2500 Bechers Brook Vancover, WA	98633
5.	3060 Kimamy Ln. Nashville, TN	38714	3060 Kimamy Ct.. Nashville, TN	38714
6.	6666 Ravenhurst Dr. Florence SC	29057-3500	9999 Ravenhurst Dr. Florence SC	29056-3500
7.	3874 Sandalwood Place Leesburg, VA	20079	3874 Sandalwood Place Leesburg, VA	20709
8.	18300 SW 5th Ave., Apt C Greenwich, CT	08157	38100 SW 5th Ave., Apt C Greenwich, CT	08157
9.	922 Newcut St. Maysville, TN	37803-3192	922 Newcut St. Maysville, TN	37803-3192
10.	378 Tryon St. Amarillo, TX	79103	378 Tryon St. Amaryllis, TX	79108
11.	18990 Greenbriar Way Detroit, MI	48307-2108	18990 Greenbriar Ct. Detroit, MI	48307-2108
12.	12601 Guidry Ave. Shreveport, LA	71119	12601 Guidry Ave. Shreveport, LA	71119
13.	42951 Oahu Lake Dr. Honolulu, HI	96818	42951 Oahu Lake Dr. Honolulu, HI	96813
14.	3145 Cooper Ln. Corona, GA	92879-2109	3145 Cooper Ln. Corona, GA	92879-2109
15.	6903 W. Jackson Loop Indianapolis, IN	46228-0122	6903 W. Jackson Loop Indianapolis, IN	46228-0122
16.	81309 Hwy 332 Tampa, FL	33611-0201	81309 Hwy 332 Tifton, FL	33611-0120
17.	198-D Shepard Cir. Laramie, WY	87511	198-D Shepard Cir. Laramie, WY	87511
18.	9219 SW Chesterton Ave. Staton Island, NY	13051-5211	9219 SW Chesterton Ave. Staton Island, NY	13051-5211
19.	1414 Menio Dr. Columbus, OH	43185	1414 Menio Dr. Columbus, OH	43115
20.	6016 Columbine St.	10904	6016 Columbine St.	10904

	Silver Springs, FL			Silver Springs, FL	

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Correct Address	ZIP Code	Address to Check	ZIP Code to Check
21.	326 Wehunt Rd. Hoschton, GA	30548	326 Wehunt Rd. Houston, GA	30548
22.	7723 Florida Blvd. Baltimore, MD	21237-5020	7723 Florida Blvd. Baltimore, MD	21237-5020
23.	1700 N. Lexington Ave. Boise, ID	48709	1700 N. Lexington Ave. Boise, ID	44709
24.	10597 Pleasant Hill Rd. Worcester, MA	01610	10597 Pleasant Hill Rd. Worcester, MA	11660
25.	5513 Glenmore Ave. Hattiesburg, MS	39401-5212	5513 Glenmore Ave. Hattiesburg, MS	39401-5212
26.	14417 Mathis St. Fort Waye, IN	46806-1028	14417 Mathis St. Fort Waye, IN	46806-1028
27.	51498 Laurel St.SW Seattle, WA	98146-2109	51498 Laurel St. Seattle, WA	98146-2109
28.	3741 Grapevine Cir. Albuquerque, NM	87110-2181	3741 Grapevine Cir. Albuquerque, NM	87110-1821
29.	172 W. Corporate Blvd. Waterburg, CT	06704-5109	172 W. Corporate Blvd. Waterburg, CO	06704-5109
30.	8402 10th St. New Orleans, LA	70127-2105	8400 10th St. New Orleans, LA	70127-2105
31.	6794 King Charles Ct. Virginia Beach , VA	23454-2370	6794 King Charles Ct. Virginia Beach , VA	23456-2370
32.	9305 E. 81st St. Tulsa, OK	74107	9305 W. 81st St. Tulsa, OK	74007
33.	1116 Sullivan Rd. Macomb, MI	48042	1116 Sullivan Rd. Macomb, MI	48042
34.	29301 Tracey Ave. Fort Worth, TX	76131-2109	29301 Tracey Ave. Fort Worth, TX	76131-0129
35.	3675 Daisy Dr. Madison, WI	53711-0109	3675 Daisy Dr. Madison, MI	53911-0109
36.	2009 Pixie Pkwy. Pittsburgh, PA	15218-2109	2009 Pixie Pkwy. Pittsburgh, PA	13218-2109
37.	P.O. Box 62144 Washington, DC	26566-3114	P.O. Box 62144 Washington, DC	26555-3114
38.	72019 E. 1st St. Grand Rapids, MI	48206	72019 E. 1st St. Grand Rapids, MI	48206
39.	6 Winston Dr. Bronx, NY	10452	6 Winston Dr. Bronx, NY	10452
40.	900 Barhorst St. Seattle, WA	98755	900 Barhorst St. Seattle, WA	98755

	Correct Address	ZIP Code	Address to Check	ZIP Code to Check
41.	20307 Government Pl. Charlotte, NC	28202	20307 Government Pl. Charlotte, NC	28802
42.	P.O. Box 5147 San Francisco, CA	94107	P.O. Box 5147 San Francisco, CA	94109
43.	558 Stopper Cir. Lexington, KY	40512	558 Stopper Cir. Lansing, KY	40612
44.	A-149 Birchtown Way Newark, NJ	09712-0571	A-149 Birchtown Way Newark, NJ	09712-0571
45.	7000 London Cir. Rochester, NY	16497-5608	7000 London Cir. Rochester, NY	16497-5608
46.	8686 Rider Dr. Tuscaloosa, AL	34571	8686 Rider Dr. Tuscaloosa, AL	34571
47.	A-416 Waverly Ave. Richmond, VA	22398	A-416 Waverly Ave. Richmond, VA	22398
48.	902 Cameron St. Oak Park, IL	60953-4017	902 Cameron St. Oak Park, IL	60952-4017
49.	499 Holmes Lane Sarasota, FL	34236	499 Holmes Lane Sarasota, FL	34436
50.	12199 McKinny St. Neward, DE	19713-0492	12999 McKinny St. Neward, DE	18713-0492
51.	101 Azalea Ave. Monroe, LA	71291	101 Azalea Ave. Monroe, LA	71291
52.	2248 Swisler St. Yorktown, VA	22191-2651	2248 Swiffer St. Yorktown, VA	22191-2651
53.	1016 US Hwy 15 N Kalamazoo, MI	49009-4120	1016 US Hwy 15 N Kalamazoo, MI	49009-4120
54.	1799 N. 12th St. Boulder, CO	80301-2158	1799 N. 12th St. Boulder, CO	80301-2158
55.	8856 Euclid Ave. Topeka, KS	46611	8856 Euclid Ave. Topeka, KS	66611
56.	62890 Chandler Ave. Portland, OR	97224-8010	62896 Chandler Ave. Portland, OR	97224-8010
57.	1562 S. Cloverdale St. Mesa, AZ	85202-7211	1562 S. Cloverhill St. Mesa, AZ	85202-7211
58.	7208 Carrolton Blvd. Greer, SC	29650	7208 Carrolton Blvd. Greer, SC	29630
59.	19500 Beachfront Cir. Mobile, AL	36608-0391	19500 Beachfront Cir. Mobile, AL	36666-0055
60.	3149 Liberty Belle Ave. Garett Park, MD	20896-0052	3149 Liberty Belle Ave. Garett Park, MD	20896-0055

Answer Choices: (A) No errors (B) Street Address Only (C) ZIP Code Only (D) Both

Part A Address Checking Practice Test 1

Answer Sheet

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

Part A Address Checking Practice Test 1

Answer Key

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

Part A: Address Checking, Practice Test 2

	Correct Address	ZIP Code		Address to Check	ZIP Code to Check
1.	P.O. Box 52 Scottsdale, AZ	852454		P.O. Box 52 Scottsdale, AZ	85254
2.	5565 Rosey Lane Protem, MD	65733		5565 Rosey Lane Protem, MD	65733
3.	99891 Evergreen Way Fort Campbell, KY	52223		99891 Evergreen Way Fort Campbell, KY	42222
4.	200 5th Ave. South #300 St. Petersburg, FL	33701-4313		200 5th Ave. South #300 St. Petersburg, FL	33701-4313
5.	3652 Yeoman's Plaza Minneapolis, MN	55416		3652 Young Plaza Minneapolis, MN	55416
6.	P.O. Box 62616 Chicago, IL	60612-0344		P.O. Box 62616 Chicago, IL	60612-0344
7.	2602 Scales Street Washington, DC	20037-8001		2602 Scales Street Washington, DC	20037-8001
8.	8816 Buford Hwy Duluth, GA	30167		8816 Buford Hwy Duluth, GA	30117
9.	59212 Old Alabama Rd. Fisher's Island, NY	06390		55212 Old Alabama Rd. Fisher's Island, NY	00690
10.	64 E. 52nd St. Pueblo, CO	30385-1121		64 W. 52nd St. Pueblo, CO	30385-1121
11.	99309 Walker Ave. Crystal City, VA	22202		99309 Walker Ave. Crystal City, VA	22262
12.	26 Wax Myrtle St. Boston, MA	02115-6234		26 Wax Myrtle St. Boston, MA	02115-6234
13.	4127 Winder Hwy NE	77063		4127 Winder Hwy NE	77063

	Houston, TX			Houston, TX	
14.	30 ALT 90 W Miami, FL	33130-2847		30 ALT 90 W Miami, FL	33180-2847
15.	17165 Walker's Landing Ketchikan, AK	99950		17165 Walker's Landing Ketchikan, AK	99650
16.	7832 Martin Farm Rd. Denver, CO	80202-6043		7732 Martin Farm Rd. Denver, CO	80202-6043
17.	1220 Satellite Blvd. Des Moines, IA	60604		1012 Satellite Blvd. Des Moines, IA	60601
18.	21682 Louellen Cir. San Francisco, CA	94111		21682 Louann Cir. San Francisco, CA	94111
19.	227 Hamilton Mill Rd. Bakersfield, CA	97342-2911		227 Hamilton Mill Rd. Bakersfield, CA	97342-2911
20.	2525 Porter Place Keene, NH	33762		2525 Porter Place Keene, NH	00360

Directions: Compare the addresses in the two columns. Mark the answer that indicates the errors in the second set of addresses.

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Correct Address	ZIP Code		Address to Check	ZIP Code to Check
21.	66717 Clairmont Rd. Clearwater, FL	33762		66717 Clairmont Rd. Clearwater, FL	33762
22.	P.O. Box 85677 Seattle, WA	98101-5921		P.O. Box 85677 Seattle, WA	98101-5922
23.	4461 Fair Oaks Lane Knoxville, TN	36152		4461 Fair Oaks Cir Knoxville, TN	36152
24.	1 Ocean Way Clearwater, FL	33762		1 Ocean's Way Clearwater, FL	33762
25.	7106 E. Cascade Trail Little Rock, AR	72287		7106 W. Cascade Trail Little Rock, AR	82287
26.	18-A Sunrise Ave. Montpelier, VT	05603		18-A Sunrise Ave. Montpelier, VT	05603
27.	483 Capital St. Baton Rouge, LA	70810		4836 Capital St. Baton Rouge,	70810

				LA	
28.	756 Jolly Dr. Myrtle Beach, SC	19587-1191		756 Jolly Dr. Myrtle Beach, SC	29587-1191
29.	1 Jones Financial Blvd. Gardner, ME	04345		1 James Financial Blvd. Gardner, ME	09395
30.	P.O. Box 5161 Campbell, CA	95008		P.O. Box 51611 Campbell, CA	96008
31.	8842 Gainesville Hwy. Plainfield, NY	10001-1472		8842 Gainesville Hwy. Planefield, NY	10001-1472
32.	85 East 14th St. Birmingham, AL	85214		85 East 14th St. Birmingham, AL	85214
33.	50 Ormand Ave. Ogden, VT	84401		50 Ormand Ave. Ogden, VT	84401
34.	16852 Cullen's Way Aurora, IL	60504		16852 Cullen's Court Aurora, IL	60504
35.	P.O. Box 3222 Florence, MS	48206		P.O. Box 3222 Florence, MS	48206
36.	607 Meryl St. Belleview, WA	98006		607 Meryl St. Belleview, MA	98006
37.	2805 Camelia Apt. B Grafton, WV	59067-8221		2805 Camelia Apt. B Grafton, WV	59067-8212
38.	5391 Austin Ave. Grand Rapids, MI	38310-8496		5391 Austin Ave. Grand Rapids, MI	38310-8496
39.	211 E. Tower Park Hammand, LA	38369		210 E. Tower Park Hammand, LA	38369
40.	3719 Sherwood Forest Blvd. Providence, RI	11079-3917		3719 Sherwood Forest Blvd. Providence, RI	11077-3917

	Correct Address	ZIP Code		Address to Check	ZIP Code to Check
41.	P.O. Box 126751 Queens, NY	48621-0489		P.O. Box 126751 Queens, NY	48621-0489
42.	3324 Whitehawk St. Fresno, CA	95469-3578		3324 Whitehawk St. Fresno, CA	95469-3578
43.	680 Fan Dr. Hartford, CT	20065-2613		680 Fan Dr. Hartford, CT	20065-2613
44.	11119 Foxtrot Ct. Eugene, OR	99378		11119 Foxtrot Ct. Eugene, OR	99378
45.	8201 S. 212th St. Raleigh, NC	27613		8201 S. 212th St. Raleigh, NC	27613
46.	5505 Mill Creek Rd. Sioux Falls, SD	57108-0986		5505 Mill Creek Rd. Sioux Falls, SD	57108-0986
47.	2274 Post Oak Trail Madison, WI	46793		2274 Post Oak Trail Madison, WI	46793
48.	771 N 74th St. Tulsa, OK	74107		771 N 74th St. Tulsa, OK	74107
49.	347 McKenzie Farm Trail Madison, WI	46793		347 McKenzie Farm Trail Madison, WI	46793
50.	P.O. Box 46 Tupelo, MS	38804-6291		P.O. Box 46 Tupelo, MS	38804-6291
51.	10627 Flat Shoals Rd. Covington, GA	30051-2103		10627 Flat Shoals Rd. Covington, GA	30051-2103
52.	3421 2nd Ave. Salt Lake City, UT	84107-3860		3421 2nd Ave. Salt Lake City, UT	84107-3860
53.	8599 Melody Ct. Ridgewood, NJ	08753-2191		8599 Melody Ct. Ridgewood, NJ	08753-2191
54.	1602 Henderson Dr. Modesto, CA	95350-3106		1602 Henderson Dr. Modesto, CA	95350-3106
55.	1998 North Ave. Champaign, IL	61821-0031		1998 North Ave. Champaign, IL	61821-0031
56.	3976 Langdon Dr. Fort Wayne, IN	46806-7102		3976 Langdon Dr. Fort Wayne, IN	46806-7102
57.	81977 Ponce de Leon Ave. Saint Paul, MN	55124-0110		81977 Ponce de Leon Ave. Saint Paul, MN	55124-0110
58.	42 E. Main St. Longmont, CO	80501		42 E. Main St. Longmont, CO	80501
59.	1104 Chesterton	33323-3107		1104 Chesterton	33323-3107

	Pkwy. Fort Lauderdale, FL			Pkwy. Fort Lauderdale, FL	
60.	4175 5th Ave. Orlando, FL	32929		4175 5th Ave. Orlando, FL	32929

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

Part A Address Checking Practice Test 2

Answer Sheet

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

Part A Address Checking Practice Test 2

Answer Key

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

Part A: Address Checking, Practice Test 3

Directions: Compare the addresses in the two columns. Mark the answer that indicates the errors in the second set of addresses.

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Correct Address	ZIP Code		Address to Check	ZIP Code to Check
1.	856 Candler Park Dr. Bronx, NY	10452		886 Candler Park Dr. Bronx, NY	10453
2.	P.O. Box 1606 Protem, MO	65732		P.O. Box 1606 Protem, MO	65732
3.	15673 Creekland Ct. San Francisco, CA	94111		15673 Creekland Ct. San Francisco, CA	94111
4.	46 W 75th St. Raleigh, NC	27613		46 E 75th St. Raleigh, NC	27613
5.	3333 Marston Hill Dr. Orlando, FL	32929		3333 Marston Hill Dr. Orlando, FL	32829
6.	1750 Wishbone Way Myrtle Beach, SC	29587-1191		1780 Wishbone Way Myrtle Beach, SC	29587-1191
7.	4219 Covington Hwy Covington, GA	30072		4219 Covington Hwy Covington, GA	30072
8.	P.O. Box 99309 Pueblo, CO	30385-1121		P.O. Box 993110 Pueblo, CO	30385-1921
9.	888 Washington St. Mobile, AL	36608-0391		888 Washington St. Mobile, AL	36608-0891
10.	44681 Riverside Dr. Lawrenceville, GA	30043		44681 Riverside Dr. Lawrenceville, GA	30044
11.	887 Brinkley Park Dr. Campbell, CA	95008		887 Brinkley Lake Dr. Campbell, CA	95000
12.	444 State Rt. 12 Eugene, OR	99378		444 State Rt. 12 Eugene, OR	99378
13.	11199 Cooperstown Pkwy Queens, NY	48621-0489		11199 Cooperstown Pkwy Bronx, NY	48621-0489
14.	P.O. Box 6678 Sioux Falls, SD	57108		P.O. Box 6678 Sioux Falls, SD	57106
15.	5079 Black Rock Mtn Dr Hartford, CT	20065-2613		5079 Black Rock Mtn Dr Hartford, CT	20065-2616
16.	65656 Suwanee Ave. Longmont, CO	80501		65656 Suwanee Ave. Longmont, CO	80501
17.	1818 Walker Lane Chicago, IL	60612		1818 Walker Lane Chicago, IN	60612
18.	P.O. Box 4274 Minneapolis, MN	55416		P.O. Box 4277 Minneapolis, MN	55416
19.	106 Cambridge Farms Dr Des Moines, IA	60604		106 Cambridge Farms Dr Des Moines, IA	60604
20.	56578 W Tower Ave Crystal City, VA	22203		56678 W Tower Ave Crystal City, VA	22202

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Address	ZIP Code		Address to Check	ZIP Code to Check
21.	216 West End Rd. Hope, GA	35048		216 West End Rd. Hope, GA	35043
22.	772 Red Rose Blvd. Nashville, TN	41237-1520		727 Red Rose Blvd. Nashville, TN	41237-1520
23.	7453 W. Lexington Ave. Boise, ID	58709		7453 E. Lexington Ave. Boise, ID	58709
24.	1059 Happy Hill Rd. Worcester, MA	40610		1059 Happy Hill Rd. Worcester, MA	40610
25.	4589 Glenmore Ave. Hattiesburg, MS	45501-5562		4859 Glenmore Ave. Hattiesburg, MS	45501-5562
26.	145 Mover St. Fort Wayne, IN	56806-1828		1145 Mover St. Fort Wayne, IN	58606-1828
27.	25148 Laurel St. NW Seattle, WA	78146-4569		25143 Laurel St. NW Seattle, WA	78146-4569
28.	741 Johnson Cir. Albuquerque, NM	78110-3281		741 Johnson Cir. Albuquerque, NM	78810-3281
29.	6172 W. Corporate Ave. Waterburg, CT	56704-3809		6172 W. Corporate Ave. Waterburg, CT	56704-3809
30.	8702 12th St. New Orleans, LA	54127-8105		8702 12th St. New Orleans, LA	54127-8105
31.	794 King Ct. Virginia Beach , VA	34754-2370		7914 King Ct. Virginia Beach , VA	34754-2370
32.	9305 S 43rd St. Tulsa, OK	84107		9305 S 43rd St. Tulsa, OK	81407
33.	5528 Sullivan Rd. Macomb, MI	18042		528 Sullivan Rd. Macomb, MI	18042
34.	3901 Tracey Ave. Fort Worth, TX	68131-7109		3901 Tracey Ave. Fort Worth, TX	68131-7109
35.	2875 Daffodil Dr. Madison, WI	53711-0109		2875 Daffodil St. Madison, WI	53711-0109
36.	909 Pixie Pkwy. Pittsburgh, PA	45218-2109		909 Pixie Pkwy. Petersburgh, PA	45318-2109
37.	P.O. Box 5214 Washington, DC	16566-2114		P.O. Box 5214 Washington, DC	16556-2114
38.	7201 E. 5th St. Grand Rapids, MI	49906		7201 W. 5th St. Grand Rapids, MI	49906
39.	65 Winston Dr. Bronx, NY	58152		65 Winston Dr. Bronx, NY	51852
40.	890 Barhorst St. Seattle, WA	71455		890 Barhorst St. Seattle, WA	71455

Answer Choices: (A) No errors   (B) Street Address Only   (C) ZIP Code Only   (D) Both

	Address	ZIP Code	Address to Check	ZIP Code to Check
41.	4118 Tom Bend Ct. Louisville, KY	79378	418 Tom Bend Ct. Louisville, KY	79378
42.	8201 S. 43rd St. Raleigh, NC	27613	8201 SE 43rd St. Raleigh, NC	27613
43.	4605 Hurricane Creek Sioux Falls, SD	57108-0986	4605 Hurricane Creek Sioux Falls, SD	51708-0986
44.	374 Oak Lane Madison, WI	46793	374 Oak Lane Madison, WI	47693
45.	800 S 74th St. Tulsa, OK	74107	300 S 74th St. Tulsa, OK	74107
46.	347 Milky Way Trail Madison, WI	46793	347 Milky Way Trail Madison, WI	46793
47.	P.O. Box 89 Tupelo, MS	38804-6291	P.O. Box 89 Tupelo, MS	38804-6291
48.	10627 Flat Shoals Rd. Atlanta, GA	30051-2103	10627 Flat Shoals Rd. Atlanta, GA	30051-3103
49.	6743 Winder Hwy. Winder, GA	30548-6584	6773 Winder Hwy. Winder, GA	30548-6534
50.	51 Mangrum St. Knoxville, TN	36152	511 Mangrum St. Knoxville, TN	36152
51.	227 Thompson Ave. Bakersfield, CA	97342	2227 Thompson Ave. Bakersfield, CA	97342
52.	2627 Douglas St. Keenie, NH	03060	2627 Douglas St. Keenie, NH	03060
53.	P.O. Box 11110 Clearwater, FL	33762	P.O. Box 11110 Clearwater, FL	33762
54.	18-A Kai Park Dr. Baton Rouge, LA	70810	18-A Kai Park Dr. Baton Rouge, LA	70310
55.	322 Cameron Blvd. Myrtle Beach, SC	29587-1191	322 Camden Blvd. Myrtle Beach, SC	29587-1191
56.	50 Olive St. Cadie, NC	84401	50 Olive St. Cadie, NC	84401
57.	8966 Oakgrove Pkwy. Ridgewood, NJ	08753-2191	8966 Oak Gove Pk. Ridgewood, NJ	08573-2191
58.	1600 Henderson Ave. Modesto, CA	95350	1600 Henderson Ave. Modesto, CA	93530
59.	3421 Beasley St. Silver Springs, MD	20902-3103	34211 Beasley St. Silver Springs, MD	20902-3103
60.	P.O. Box 6789 Salt Lake City, UT	84107	P.O. Box 6789 Salt Lake City, UT	84107

Part A Address Checking Practice Test 3

Answer Sheet

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

Part A Address Checking Practice Test 3

Answer Key

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

Part B: Form Completion, Practice Test 1

Directions: Look at each sample postal form provided and choose the correct answer for each question.

Use the following form to answer questions 1-6.

Authorization to Hold Mail
NOTE: Complete and give to your letter carrier or mail to the post office that delivers your mail.

We can hold your mail for a minimum of **3**, but not for more than **30 days.**

Postmaster: Please hold mail for:

Name(s)
1.

5. ☐ **A.** Please deliver all accumulated mail and resume normal delivery on the ending date shown below.

Address (Number, street, apt./suite no., city, state, ZIP + 4)
2.

☐ **B.** I will pick up all accumulated mail when I return and understand that mail delivery will not resume until I do.

Beginning Date
3.

Ending Date (May only be changed by the customer in writing)
4.

Customer Signature

For Post Office Use Only

Date Received

Clerk

Bin Number

Carrier

Route Number

(Complete this section only if customer selected option B)

☐ Accumulated mail has been picked up.

Resume Delivery of Mail (Date)
6.

By

PS Form **8076,** April 2001

1. In the form above, all of the following would be appropriate entries for Box 9 except:

   A. 19
   B. Judy Barlow
   C. Jose Jimigez
   D. Charlie Florence

2. Which box number indicates the date the customer would like the hold of his mail delivery to begin?

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

3. How would a mail carrier indicate the date on which he resumed mail delivery?

   A. Place an "X" in the checkbox inside Box 6.
   B. Write 2/23/18 in Box 6
   C. Write 2/23/18 in Box 4
   D. Write his name in Box 1

4. Numbers would be part of a correct response in the following boxes except:

    A. Box 3
    B. Box 4
    C. Box 5
    D. Box 6

5. What would be an appropriate entry in Box 1?
    A. Bi-monthly
    B. January 2, 2019
    C. 30533-4144
    D. Beth Riley

6. The clerk who received this form is Roberto Kellen. In which box would he fill in his name?

    A. Box 7
    B. Box 8
    C. Box 9
    D. Box 1

Use the following form to answer question 7-10.

7. Numbers would be part of the correct information for all boxes except:

    A. Box 1
    B. Box 3
    C. Box 6
    D. Box 8

8. The total postage and fees for this item is $7.29. In which box would this amount be recorded?
    A. Box 1
    B. Box 2
    C. Box 7
    D. Box 8

9. Where would the amount for registered mail fees be recorded?
   A. Box 1
   B. Box 2
   C. Box 3
   D. Box 8

10. Where would the employee who collects the fees record his/her name?
    A. Box 1
    B. Box 2
    C. Box 3
    D. Box 8

Use the following form to answer question 11-17.

11. The recipient of this delivery is Marcia Schimmer. Where would her name go?
    A. Row 1
    B. Row 6
    C. Row 7
    D. Row 8

12. This item is being shipped to Atlanta. Where would this information be recorded?
    A. Box 3
    B. Box 5
    C. Box 8
    D. Box 9

13. Where would the item description be written?
    A. Box 7
    B. Box 6
    C. Box 2
    D. Box 8

14. Where would the *postal* employee record the weight of the item?
    A. Box 7
    B. Box 8
    C. Box 9
    D. Box 10

15. Choose an appropriate entry for Box 2.
    A. 2/23/18
    B. 1717 Steve Reynolds Blvd.
    C. Boston
    D. 41788-2211

16. The delivery was made on July 5, 2018. Where would this information be recorded on the form?
    A. Box 9
    B. Box 12
    C. Box 13
    D. Box 14

17. Which entry might be correct for Box 4?
    A. 02118
    B. January 2, 2018
    C. 38401-4322
    D. Reynaldo Johnson

Use the following form to answer questions 18-24.

		MAIL CERTIFICATION RECEIPT	DOMESTIC MAIL ONLY
Receipt Number 22222-33333-44444		Office 887463	6.
			*No insurance available.
		FOR OFFICAL USE ONLY	
	Receipt Number 22222-33333-44444	Postage $ 1.	SAMPLE
		Certification Fee $ 2.	
		Return Receipt Fee *Signature Required* $ 3.	
		Handling Fee $ 4.	
		Total Postage plus Fees $ 5.	
		TO: 7.	
		STREET ADDRESS (Street, Apt Number, PO Box) 8.	
		CITY, STATE, ZIP 9.	

18. Box 3, all of the following would be correct except:
    A. 5/16/19
    B. $2.22
    C. $1.58
    D. $1.27

19. The total postage plus fees for this item is $3.29. Where would this amount be entered?
    A. Box 7
    B. Box 3
    C. Box 5
    D. Box 4

20. Numbers would be part of a correct entry for all these boxes except:
    A. Box 7
    B. Box 4
    C. Box 2
    D. Box 5

21. Choose an appropriate entry for Box 8.
    A. Mobile, AL 40098
    B. 15117 Timer Ridge Rd.
    C. Raquel Dougherty
    D. $4.13

22. Which of the following would be an appropriate entry for Box 9?
    A. Mobile, AL 40098
    B. January 3, 1028
    C. 22222 33333 44444
    D. 450 Copies

23. The receipt number for this mail certification is:
    A. 887643
    B. 222 3333 4444
    C. 2222 33333 44444
    D. None of the above

24. All of the following would be appropriate for Box 4 except:.
    A. $3.15
    B. No entry
    C. 45841-1224
    D. $4.13

Use the following form to answer questions 25-30.

25. All of the following require a date to be recorded except:
    A. Box 11
    B. Box 14
    C. Box 12
    D. Box 13

26. The customer pays with check number 588. In which box would this number be recorded?
    A. Box 13
    B. Box 14
    C. Box 4
    D. Box 9

27. How would the mail carrier indicate that the check was written for $19.95?
    A. Attach a receipt to this form
    B. Write $19.95 in Box 13
    C. Write $19.95 in Box 15
    D. Write $19.95 in Box 4

28. This item is being delivered to Norman Bingham. Where would this be recorded on the form.
    A. Box 15
    B. Box 9
    C. Box 10
    D. Box 11

29. What would be an appropriate entry in Box 14?
    A. #588
    B. 2/15/19
    C. Stephen O'Leary
    D. 38401-4755

30. The MO number would be recorded in which box?
    A. Box 7
    B. Box 4
    C. Box 15
    D. Box 10

Part B: Form Completion, Practice Test 1
Answer Sheet

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

Part B: Form Completion, Practice Test 1

Answer Key

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

Part B: Form Completion, Practice Test 2

Directions: Look at each sample postal form provided and choose the correct answer for each question.

Use the following form to answer questions 1-9.

		Net Wt.			Commercial Senders Only		
1. Detailed Description of Contents	2. Qty	3. Lbs.	4. Oz.	5. Value (U.S. $)	6. XY Tariff	7. Goods' Country of Origin	8. FGH Value
9. Check One ☐ Air Mail ☐ Priority		11. Total Net Wt		12. Total Value	13. Postage and Fees Total		
10. Check One ☐ Gift ☐ Documents ☐ Merchandise ☐ Returned Goods ☐ Other							

1. All of the following would be appropriate entries for Box 2 except:
   A. 2
   B. $25
   C. 1
   D. 5

2. The customer wants the item sent by Airmail. In which box would he select this option?
   A. Box 5
   B. Box 6
   C. Box 9
   D. Box 10

3. How would a mail carrier indicate that an item's general category is a gift?
   A. Place an "x" in the appropriate checkbox for in Box 9.
   B. Place an "x" in the appropriate checkbox in Box 10.
   C. Write "gift" in the empty space at the bottom of the form.
   D. There is no place for this information.

4. Numbers would be part of a correct response in the following boxes except:
   A. Box 4
   B. Box 5
   C. Box 7
   D. Box 11

5. What would be an appropriate entry in Box 7?
   A. Japan
   B. January 3, 2019
   C. 30533-4441
   D. $15.50

6. The total postage and fees for this item is $15.50. In which box would this amount be entered?
   A. Box 5
   B. Box 6
   C. Box 12
   D. Box 13

7. What would be an appropriate entry for Box 2?
   A. $15.50
   B. 0
   C. 4
   D. 36 oz

8. The total weight of this item is 12 lbs 5 oz. In which box would this be recorded?
   A. Box 11
   B. Box 12
   C. Box 3
   D. Box 4

9. If the customer indicated that these contents were documents, how would the carrier indicate this on the form?
   A. Place an "x" in the appropriate checkbox for in Box 10.
   B. Place an "x" in the appropriate checkbox in Box 9.
   C. Write "documents" in the empty space at the bottom of the form.
   D. There is no place for this information.

Use the following form to answer questions 10-15.

10. Choose the appropriate entry for box 6.
    A. 3/15/2018
    B. 412 Hwy 13
    C. $7.85
    D. Ft. Worth , TX 38401-5512

11. Choose the appropriate entry for Box 9.
    A. 3/15/2018
    B. 412 Hwy 13
    C. $7.85
    D. Ft. Worth, TX 38401-5512

12. The package is being delivered to ABC Enterprise Co. In which box would this information be recorded?
    A. Box 6
    B. Box 7
    C. Box 8
    D. Box 9

13. The number for this receipt is:
    A. 38401-5512
    B. 8099 929 2345 6789 1327
    C. 8099 992 2345 6789 1237
    D. 8089 992 2345 6789 1237

14. If the customers wishes to waive signature of receipt of delivery, the appropriate action upon delivery would be:
    A. No action is necessary; deliver as regular mail.
    B. Put a check mark in the "yes" box
    C. Put a check mark in the "no" box
    D. Put a check mark in the appropriate boxes and have the customer sign the appropriate line.

15. The handling fee for this delivery is $2.14. In which box would this information be recorded?
    A. Box 5
    B. Box 6
    C. Box 3
    D. Box 4

Use the following form to answer questions 16-23.

16. Which would be an appropriate choice for Box 14?
    A. 41771-1113
    B. 1/5/2019
    C. $12.95
    D. Phoenix, AZ

17. The customer would like this item shipped by Priority mail. Which Box would be used to indicate this choice?
    A. Box 7
    B. Box 8
    C. Box 12
    D. Box 17

18. Which Box would be used to record the date this item was mailed?
    A. Box 16
    B. Box 14
    C. Box 8
    D. Box 9

19. The recipient of this item paid with cash. Which Box would be used to indicate this was a cash payment?
    A. Box 4
    B. Box 5
    C. Box 6
    D. Box 7

20. Which of these might be found in Box 12?
    A. $19.95
    B. Jack Shantrell
    C. 55541-0147
    D. March 3, 2019

21. The first time the carrier attempted to deliver this package was on March 3, 2019. Which Box would be used to record this information?
    A. Box 1
    B. Box 2
    C. Box 3
    D. Box 14

22. The person mailing this item is Nicole Bradley. Where would this information be found?
    A. Box 17
    B. Box 13
    C. Box 11
    D. Box 12

23. Which of the following might be found in Box 15?
    A. $19.95
    B. March 3, 2019
    C. #466
    D. Nicole Bradley

Use the following form to answer questions 24-30.

Use this form for First-Class Mail.

Mailer					
Permit Holder's Name and Address and Email Address, if Any	Telephone **2.**	Post Office of Mailing **3.**	Permit # **4.**	Weight of a Single Piece 0 . ___ ___ ___ pound	

1.

Mailing

Type of Postage: ☐ Permit Imprint ☐ Precanceled Stamps ☐ Metered
Fed. Agency Cost Code **5.**
Number and Type of Containers
Sacks _____
Trays _____ **6.**
Pallets _____

Mailer's Mailing Date

Statement Seq. No.

Processing Category ☐ Letters (Including Postcards) ☐ Flats
Total Pieces **7.** | Total Weight **8.**

Move Update Method: ☐ Ancillary Service Endorsement ☐ OneCode ACS
☐ NCOALnk ☐ ACS ☐ Alternative Method ☐ Multiple ☐ n/a Alternative Address Format

CRID _____

Postage

	Category	Presort Level	Price	Number of Pieces	Total Postage
	Postcards Eligible for Postcard Prices	B1. Presorted	$0.295 x		
		B2. Single-Piece	0.35 x		
This is a Political Campaign Mailing ☐ Yes ☐ No	Letters	B3. Presorted	x		
		B7. Nonpresorted/Single Piece	x		
This is Official Election Mail ☐ Yes ☐ No	Flats	B14. Presorted	x		
		B15. Single-Piece	x		

Total Postage *(Add Parts Totals)*

Price at Which Postage Affixed *(Check one)*. Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps.
☐ Correct ☐ Lowest ☐ Neither _____ pcs. x $ _____ . _____ = **Postage Affixed** **10.**

Permit # _____**9.**_____ **Net Postage Due** *(Subtract postage affixed from total postage)*

USPS Use

Additional Postage Payment *(State reason)*

For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage. **Total Adjusted Postage Affixed**

Postmaster: Report Total Postage in *(Permit imprint only)* **AIC 121** **Total Adjusted Postage Permit Imprint**

24. In which box would the total weight of this delivery be recorded?
    A. Box 2
    B. Box 3
    C. Box 8
    D. Box 6

25. All of the following would be appropriate for Box 1 except:
    A. Allie Haji
    B. 5962 Hemingway Dr.
    C. Hartford, CT
    D. April 17, 2018

26. In which Box would the customer's phone number be recorded?
    A. Box 1
    B. Box 2
    C. Box 5
    D. Not found on this form

27. Which of the following might be found in Box 6?
    A. 5 Pallets
    B. 5962 Hemingway Dr.
    C. Hartford, CT
    D. 951-255-4711

28. Numbers would be part of a correct response in all boxes except:
    A. Box 6
    B. Box 3
    C. Box 8
    D. Box 9

29. Which of the following might be found in Box 5?
    A. $7.21
    B. 5962 Hemingway Dr.
    C. 951-255-4711
    D. 013-22

30. Which of the following would be found in Box 5?
    A. Allie Haji
    B. 5962 Hemingway Dr.
    C. Hartford, CT
    D. April 17, 2018

Part B: Form Completion, Practice Test 2
Answer Sheet

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

Part B: Form Completion, Practice Test 2

Answer Key

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

Part B: Form Completion, Practice Test 3

Directions: Look at each sample postal form provided and choose the correct answer for each question.

Use the following form to answer questions 1-7.

FORWARDING DUE TO ADDRESS CHANGE	
1. Name First, MI, Last	**6. Is this move permanent?** **6a. ___Permanent** **6b. ___Temporary**
2. Phone Number(s) Primary number first	**7. Are you the only individual moving?** **7a. ___Yes** **7b. ___No (If no, fill in the names of others moving.)**
3. Email One address only	
4. Original Address Street, city, state, ZIP+ 4	**8. Starting Date**
5. New Address Street, city, state, ZIP+ 4	**9. Ending Date**
10. Signature	

1.Carl James intends to return to his original address. Which box should be filled to indicate this choice?

A. Box 6b
B. Box 4
C. Box 6a
D. Box 5

2. Which of the following entries correct for Box 1?

    A. 98401-0322
    B. Mr.james@domain.com
    C. Jones, Carl A.
    D. Carl A. Jones

3. Where should it be indicated that the customer is moving to his new home on May 27, 2018?
    A. Box 7b
    B. Box 6a
    C. Box 5
    D. Box 8

4. Juan Hernandez wishes to forward his wife's mail along with his to his summer house. Where should his wife's name be written?
    A. Box 5
    B. Box 1
    C. Box 7
    D. Box 6b

5. Which of the following would be a correct entry for Box 2?
    A. 690-355-0047; 694-201-2020
    B. Samt5@domain.com
    C. 30533-4441
    D. January 28, 2018

6. Where should the request submitter enter his/her signature?
    A. Box 1
    B. Box 7
    C. Box 8
    D. Box 10

7. Which of these would not be a correct entry for Box 3?
    A. 102 Hardin Dr., Lake Tebo, FL, 51123-8874
    B. stargazer@addrs.com
    C. Fun2day@url.com
    D. checkr@domain.com

Use the following form to answer questions 8-15.

8. Which of the following would be an appropriate entry for Box 12?
   A. 3/15/2018
   B. 5191 South Rose Blvd.
   C. $5.18
   D. Freemont , TX 8401-5120

9. In which box would a detailed description of the contents be recorded?
   A. Box 6
   B. Box 7
   C. Box 8
   D. Box 9

10. Which of the following would be an appropriate entry for Box 9?
    A. $4.95
    B. 5962 Hemingway Dr.
    C. 7 lbs
    D. April 17, 2018

11. Where would the following information for the sender of this item be recorded?
       7119 SE Main Street, Austin

    A. Boxes 1 and 2
    B. Boxes 2 and 3
    C. Boxes 4 and 5
    D. Boxes 5 and 6

12. Where would the recipient of this delivery enter his/her signature?
    A. Box 1
    B. Box 4
    C. Box 7
    D. Box 14

13. Choose the appropriate entry for box 15.
    A. 000000120
    B. 412 Hwy 13
    C. $7.85
    D. 38401-5512

14. Choose the appropriate entry for Box 5.
    A. 412 Hwy 13
    B. $7.85
    C. New Guinea
    D. 38401-5512

15. The package is delivered on 10/15/18. Where would this information be recorded?
    A. Box 7
    B. Box 13
    C. Box 14
    D. Box 15

Use the following form to answer questions 16-20.

Receipt Number 22222-33333-44444		MAIL CERTIFICATION RECEIPT	DOMESTIC MAIL ONLY
		Office 887463	6.
			*No insurance available.
		FOR OFFICAL USE ONLY	
	Receipt Number 22222-33333-44444	Postage	$ 1.
		Certification Fee	$ 2.
		Return Receipt Fee Signature Required	$ 3.
		Handling Fee	$ 4.
		Total Postage plus Fees	$ 5.
		TO: 7.	
		STREET ADDRESS (Street, Apt Number, PO Box) 8.	
		CITY, STATE, ZIP 9.	

SAMPLE

16. Which of the following would be a correct entry for Box 9
    A. Austin, TX 10098
    B. 1317 South Bridge Rd.
    C. Texas
    D. 51123-8779

17. The total postage plus fees for this item is $4.15. Where would this amount be entered?
    A. Box 3
    B. Box 5
    C. Box 7
    D. Box 4

18. Choose an appropriate entry for Box 7.
    A. 12/20/18
    B. 442 SW Blvd.
    C. Steve Baker
    D. 51788-2411

19. Where would the handling fee for this item be recorded?
    A. Box 1
    B. Box 2
    C. Box 3
    D. Box 4

20. The customer requested a return receipt. Where would the information for this be recorded?
    A. Box 1
    B. Box 2
    C. Box 3
    D. Box 4

Use the following form to answer questions 21-25.

Registered No. 9.		Date Stamp
To Be Completed By Post Office	Postage $ 1.	Extra Services & Fees *(continued)*
	Extra Services & Fees ☐ Registered Mail $ 2.	☐ Signature Confirmation $ 6.
	☐ Return Receipt *(hardcopy)* $ 3.	☐ Signature Confirmation Restricted Delivery $
	☐ Return Receipt *(electronic)* $ 4.	**Total Postage & Fees**
	☐ Restricted Delivery $ 5.	$ 7.
	Customer Must Declare Full Value 11. $	Received by 8.	Domestic Insurance up to $50,000 is included based upon the **declared value**. International Indemnity is limited. (See Reverse).

21. In which box would the recipient enter his/her signature?
    A. Box 6
    B. Box 7
    C. Box 8
    D. Box 9

22. If this item was being sent by registered mail, where would this be indicated on this form?
    A. Box 1
    B. Box 2
    C. Box 3
    D. Box 4

23. Which would be an appropriate choice for Box 10?
    A. 41771-1113
    B. 1/5/2019
    C. $12.95
    D. Phoenix, AZ

24. In which box would the customer record the full value of the delivery?
    A. Box 1
    B. Box 7
    C. Box 8
    D. Box 11

25. The customer requested signature confirmation. Which Box would be used to record this information?
    A. Box 2
    B. Box 6
    C. Box 10
    D. Box 8

Use the following form to answer questions 26-30.

26. Which Box would be used to record the date this item was delivered?
    A. Box 16
    B. Box 14
    C. Box 8
    D. Box 9

27. The customer would like this item to be held for pickup. Which Box would be used to indicate this choice?
    A. Box 7
    B. Box 8
    C. Box 12
    D. Box 17

28. The recipient of this item paid with by an electronic funds transfer. Which Box would be used to indicate this EFT payment?
    A. Box 4
    B. Box 5
    C. Box 6
    D. Box 7

29. Which of these might be found in Box 11?
    A. Dorothy Fanner
    B. $14.95
    C. #615
    D. 10/5/19

30. Which of the following would be an appropriate entry for Box 16?
    A. $4.85
    B. 38401-4322
    C. 5/11/18
    D. Romeo Jackson

Part B: Form Completion, Practice Test 3
Answer Sheet

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

Part B: Form Completion, Practice Test 3

Answer Key

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

Part C: Coding/Memory, First-Step Quiz

Section I Coding　　Directions: Use the coding guide to answer the following questions. Mark your answers on the answer sheet provided.

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 Crocket Way 200-1500 Pleasantdale Rd	**C**
All mail that does not fall in one of the above address ranges.	**D**

	Address	Delivery Route			
1.	6 Crocket 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 Crocket 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 Crocket 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 Crocket Way	A	B	C	D
20.	75 Huntington Ln	A	B	C	D

Section II Memory   Directions: Take a few minutes to memorize the coding guide provided. Then, without looking at the guide, answer the questions on the following page. Mark your answers on the provided answer sheet.

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 Crocket Way 200-1500 Pleasantdale Rd	**C**
All mail that does not fall in one of the above address ranges.	**D**

Section II Memory

	Address	Delivery Route			
21.	19 Hwy 72	A	B	C	D
22.	167 Pleasantdale Rd	A	B	C	D
23.	154 Huntington Ln	A	B	C	D
24.	87 Crocket Way	A	B	C	D
25.	45 Huntington Ln	A	B	C	D
26.	428 Hwy 412	A	B	C	D
27.	1108 Pleasantdale Rd	A	B	C	D
28.	107 Huntington Ln	A	B	C	D
29.	1011 Wilmont Ave	A	B	C	D
30.	7 Crocket Way	A	B	C	D
31.	133 Huntington Ln	A	B	C	D
32.	14 Hwy 72	A	B	C	D
33.	1105 Wilmont Ave	A	B	C	D
34.	135 Huntington Ln	A	B	C	D
35.	34 Hwy 72	A	B	C	D
36.	1245 Pleasantdale Rd	A	B	C	D
37.	545 Wilmont Ave	A	B	C	D
38.	4 Crocket Way	A	B	C	D
39.	75 Huntington Ln	A	B	C	D
40.	12 Crockett Way	A	B	C	D

Part C: Coding/Memory First-Step Quiz

Answer Key

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

Part C: Coding/Memory First-Step Quiz

Answer Key

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

Part C: Coding/Memory, Practice Test 1

Section I Coding   Directions: Take six minutes to answer the following questions using the coding guide provided. Mark your answers on the provided answer sheet.

Coding Guide	
Address Range	**Delivery Route**
801-1240 Jackson Dr. 3300-3699 Industrial Blvd. 1-149 Magnolia Ln.	**A**
1241-1300 Jackson Dr. 150-299 Magnolia Ln.	**B**
22-82 Dockery Lake Rd. 14500-16500 Wyndham Way 3700-3999 Industrial Blvd.	**C**
All mail that does not fall in one of the above address ranges.	**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.	325 Winding Way Rd.	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

Section I Coding cont'd.

	Address	Delivery Route			
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.	1112 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

Section II Memory   Directions: Take eight minutes to memorize the following coding guide. Then, without looking at the guide, answer the questions on the following page. Mark your answers on the provided answer sheet.

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

Address		Delivery Route			
37.	200 Magnolia Ln.	A	B	C	D
38.	3955 Industrial Blvd.	A	B	C	D
39.	16450 Wyndham Way	A	B	C	D
40.	81 Dockery Lake Rd.	A	B	C	D
41.	1100 Jackson Dr.	A	B	C	D
42.	452 Magnolia Ln	A	B	C	D
43.	3710 Industrial Blvd.	A	B	C	D
44.	163 Magnolia Ln	A	B	C	D
45.	900 Jackson Dr.	A	B	C	D
46.	10450 Wyndham Way	A	B	C	D
47.	46 Dockery Lake Rd.	A	B	C	D
48.	1400 Jackson Dr.	A	B	C	D
49.	15555 Wyndham Way	A	B	C	D
50.	110 Winding Way Rd.	A	B	C	D
51.	1276 Jackson Dr.	A	B	C	D
52.	35 Magnolia Ln	A	B	C	D
53.	913 Jackson Dr.	A	B	C	D
54.	1245 Magnolia Ln	A	B	C	D
55.	26 Dockery Lake Rd.	A	B	C	D
56.	16244 Wyndham Way	A	B	C	D
57.	168 Magnolia Ln	A	B	C	D
58.	2300 Industrial Blvd	A	B	C	D
59.	1112 Jackson Dr.	A	B	C	D
60.	65 Magnolia Ln	A	B	C	D
61.	14980 Wyndham Way	A	B	C	D
62.	802 Jackson Dr.	A	B	C	D
63.	80 Dockery Lake Rd.	A	B	C	D
64.	140 Magazine Ln	A	B	C	D

Section II Memory, cont'd

65.	1204 Jackson Dr.	A	B	C	D
66.	3700 Industrial Blvd	A	B	C	D
67.	15999 Wyndham Way	A	B	C	D
68.	Dockery Lake Rd.	A	B	C	D
69.	805 Johnson Dr.	A	B	C	D
70.	3877 Industrial Blvd	A	B	C	D
71.	300 Magnolia Ln	A	B	C	D
72.	906 Jackson Dr.	A	B	C	D

Part C: Coding/Memory, Practice Test 1
Coding Answer Sheet

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

Part C: Coding/Memory, Practice Test 1
Memory Answer Sheet

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

Part C: Coding/Memory, Practice Test 1
Answer Key

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

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

Part C: Coding/Memory, Practice Test 2

Section I Coding   Directions: Take six minutes to answer the following questions using the coding guide provided. Mark your answers on the provided answer sheet.

Coding Guide	
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 does not fall in one of the above address ranges.	**D**

	Address	**Delivery Route**			
1.	1600 Carson Rd.	A	B	C	D
2.	200 Stanford Ave.	A	B	C	D
3.	3000 Commerce St.	A	B	C	D
4.	75 Butler Blvd.	A	B	C	D
5.	457 Woodlawn St.	A	B	C	D
6.	500 Dalton St.	A	B	C	D
7.	1200 Stanford Ave.	A	B	C	D
8.	602 Carson Rd.	A	B	C	D
9.	3000 Butler Blvd.	A	B	C	D
10.	1925 Woodlawn St.	A	B	C	D
11.	1575 Dalton St.	A	B	C	D
12.	3055 Commerce St.	A	B	C	D
13.	1500 Carson Rd.	A	B	C	D
14.	795 Butler Blvd.	A	B	C	D
15.	2200 Commerce Ave.	A	B	C	D
16.	555 Dalton St.	A	B	C	D
17.	50 Woodlawn St.	A	B	C	D
18.	1985 Stanford Ave.	A	B	C	D
19.	3022 Commerce St.	A	B	C	D
20.	1750 Baker Blvd.	A	B	C	D

Section I Coding cont'd.

	Address	Delivery Route			
21.	795 Woodlawn St.	A	B	C	D
22.	950 Stanford Ave.	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.	4000 Woodlawn St.	A	B	C	D
28.	675 Dalton St.	A	B	C	D
29.	115 Stanford St.	A	B	C	D
30.	525 Butler Blvd.	A	B	C	D
31.	2999 Commerce St.	A	B	C	D
32.	100 Stanford Ave.	A	B	C	D
33.	15 Carson Ave.	A	B	C	D
34.	2930 Commerce St.	A	B	C	D
35.	1116 Dalton St.	A	B	C	D
36.	1200 Woodlawn St.	A	B	C	D

Section II Memory   Directions: Take eight minutes to memorize the following coding guide. Then, without looking at the guide, answer the questions on the following page. Mark your answers on the provided answer sheet.

Coding Guide	
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 does not fall in one of the above address ranges.	**D**

Address		Delivery Route			
37.	1700 Stanford Ave.	A	B	C	D
38.	3050 Commerce St.	A	B	C	D
39.	1750 Butler Blvd.	A	B	C	D
40.	4570 Woodlawn St.	A	B	C	D
41.	2500 Dalton St.	A	B	C	D
42.	1710 Stanford Ave.	A	B	C	D
43.	702 Carson Rd.	A	B	C	D
44.	3100 Butler Blvd.	A	B	C	D
45.	1825 Woodlawn St.	A	B	C	D
46.	575 Dalton St.	A	B	C	D
47.	2905 Commerce St.	A	B	C	D
48.	2300 Carson Rd.	A	B	C	D
49.	60 Butler Blvd.	A	B	C	D
50.	2800 Commerce Ave.	A	B	C	D
51.	345 Dalton St.	A	B	C	D
52.	500 Woodlawn St.	A	B	C	D
53.	3295 Woodlawn St.	A	B	C	D
54.	1900 Stanford Ave.	A	B	C	D
55.	3024 Dalton St.	A	B	C	D
56.	3000 Commerce St.	A	B	C	D
57.	62 Carson Rd.	A	B	C	D
58.	355 Butler Blvd.	A	B	C	D
59.	4800 Woodlawn St.	A	B	C	D
60.	1775 Dalton St.	A	B	C	D
61.	185 Stanford St.	A	B	C	D
62.	52 Butler Blvd.	A	B	C	D
63.	4795 Woodlawn St.	A	B	C	D
64.	350 Stanford Ave.	A	B	C	D

Section II Memory cont'd

65.	3795 Woodlawn St.	A	B	C	D
66.	2750 Stanford Ave.	A	B	C	D
67.	1334 Dalton St.	A	B	C	D
68.	2900 Commerce St.	A	B	C	D
69.	2100 Carson Rd.	A	B	C	D
70.	1700 Butler Blvd.	A	B	C	D
71.	4200 Woodlawn St.	A	B	C	D
72.	2470 Dalton St.	A	B	C	D

Section II Memory cont'd

Part C: Coding/Memory, Practice Test 2
Coding Answer Sheet

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

Part C: Coding/Memory, Practice Test 2
Memory Answer Sheet

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

Part C: Coding/Memory, Practice Test 2
Answer Key

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

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

Part C: Coding/Memory, Practice Test 3

Section I Coding   Directions: Take six minutes to answer the following questions using the coding guide provided. Mark your answers on the provided answer sheet.

.

Coding Guide	
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 does not fall in one of the above address ranges.	**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

	Address	Delivery Route			
21.	1100 Hill St.	A	B	C	D
22.	1777 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 Rd.	A	B	C	D

Section I Coding cont'd.

Section II Memory

Directions: Take eight minutes to memorize the following coding guide. Then, without looking at the guide, answer the questions on the following page. Mark your answers on the provided answer sheet.

Coding Guide	
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 does not fall in one of the above address ranges.	**D**

Section II Memory

Address		Delivery Route			
37.	1200 Glory Dr.	A	B	C	D
38.	12 Brookwood Dr.	A	B	C	D
39.	2000 Bayview Ave.	A	B	C	D
40.	567 Jennings Rd.	A	B	C	D
41.	13400 Cooper St.	A	B	C	D
42.	902 Hill St.	A	B	C	D
43.	15 Bayview Ave.	A	B	C	D
44.	1532 Glory Dr.	A	B	C	D
45.	200 Jennings Rd.	A	B	C	D
46.	650 Hill St.	A	B	C	D
47.	12600 Cooper St.	A	B	C	D
48.	56 Brookwood Dr.	A	B	C	D
49.	700 Glory Dr.	A	B	C	D
50.	1100 Jennings Rd.	A	B	C	D
51.	555 Bayview Ave.	A	B	C	D
52.	915 Hill St.	A	B	C	D
53.	600 Brookwood Dr.	A	B	C	D
54.	1545 Glory Dr.	A	B	C	D
55.	1410 Jennings Rd.	A	B	C	D
56.	623 Bayview Ave.	A	B	C	D
57.	1100 Hill St.	A	B	C	D
58.	1777 Brookwood Dr.	A	B	C	D
59.	926 Glory Dr.	A	B	C	D
60.	12777 Cooper St.	A	B	C	D
61.	621 Hill St.	A	B	C	D
62.	13444 Cooper St.	A	B	C	D
63.	599 Glory Dr.	A	B	C	D
64.	100 Bayview Ave.	A	B	C	D

Section II Memory cont'd.

65.	800 Jennings Rd.	A	B	C	D
66.	723 Hill St.	A	B	C	D
67.	42 Brookwood Dr.	A	B	C	D
68.	12688 Cooper St.	A	B	C	D
69.	1800 Bayview Ave.	A	B	C	D
70.	1394 Glory Dr.	A	B	C	D
71.	1000 Hill St.	A	B	C	D
72.	30 Jennings Rd.	A	B	C	D

Part C: Coding/Memory, Practice Test 3
Coding Answer Sheet

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

Part C: Coding/Memory, Practice Test 3
Memory Answer Sheet

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

Part C: Coding/Memory, Practice Test 3
Answer Key

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

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

Section VI: Tips For Successful A Job Interview

Congratulations! You passed the Postal Battery Exam and have completed all tasks required for a career with the USPS. However, there is one thing remaining to secure an offer to work for the Postal Service - the interview. This is the time to showcase your personal and professional skills. For many, this is the hardest part, so it is important to be fully prepared for the interview.

A face-to-face interview with a potential employer can be a challenge and being prepared is essential. This section provides tips and advices to help you prepare beforehand and succeed in your interview:

Tip #1: Practice Answering Questions

Be prepared to answer any question during your job interview. Spend some time researching basic questions that are likely to be asked and formulate your answers for each of them.

Another great way to prepare for the interview is to stand in front of a mirror, read off the questions, and practice answering them in a confident, clear manner. This will help you to answer calmly and concisely. You want your answers to be clear and direct to the point – so practice, practice, practice.

Tip #2: Dress the Part

This is a professional job interview, so wear an outfit that suits the occasion. The whole point of dressing the part is looking as if you are the most qualified candidate for the job, even if you lack the skills and experience. If you dress your best, you will show the interviewer that you take pride in your appearance and how presentation. Employers are looking for: people who care about themselves and have the ability to handle themselves in a professional manner.

Your clothes should be clean and wrinkle free. Men should tuck in their shirts and women should wear clothing that is not revealing. Be sure to wipe your shoes clean and have everything in its correct place. It is not necessary to purchase new apparel, as long it is neat and clean. Take time to groom your hair, both the hair on your head and any facial hair you may have. Good hygiene is important and a lack of it will be a deal breaker for most employers.

Tip #2: Be Calm

It is important that you maintain a calm demeanor during the interview, as the person talking to you will be able to notice if you are nervous or uncomfortable. Being nervous is normal, however, try not to show your anxiety. Keep in mind you are not going to be interrogated or harassed by the interviewer. Because you have practiced answering the basic questions beforehand, you should be able to talk and interact without freezing up or stammering. The time you spend practicing your answers to the standard questions will help you be ready to respond to any of their queries clearly.

If you are asked a question that you are unsure how to answer, rather than making up an answer, simply state ask if you could think about that question and come back to it in a few minutes. This will give you time to process the question and formulate an answer that is honest and appropriate.

Tip #4: Prepare Questions to Ask

At the end of an interview, it is typical for the interviewer to ask if you have any questions about the job for which you are applying. Most likely, they are not expecting a certain kind of question, but rather want to see that you have enough initiative to have prepared some queries for them regarding the company or the position. It shows them that you have a genuine interest in the position.It is important to research beforehand and be able to speak about the responsibilities related to the job. By asking questions, you are proving your ability to understand what is expected. Prepare one or two questions about the position or the company culture, work environment, etc.

Tip #5: Be Punctual

If there is one thing that will set a bad example of your work ethic and professional behavior to your future employers, it would be showing up late. If you arrive late at the interview, it shows that you do not value the time the interviewers' time and their job to arrive at the agreed upon time.

It is best to arrive at least 15 minutes early, inform them of your arrival, and communicate that you realize you are early and are happy to wait. In the days prior to the interview, make yourself familiar with the exact location, travel route, distance, and travel time. Always allow extra travel time in case of heavy traffic or any mishaps you might encounter.

If you find that you are going to be late for any reason, be sure to call as quickly as possible and offer a brief explanation. You might find it necessary to request the interview be rescheduled. This is not ideal and should be avoided, but is better than arriving late or not showing up.

Tip #6: Show What You Know

While studying for the Postal Battery Exam, you became familiar with the things skills and knowledge related to the position. During the interview, make it a point to relate your past work experiences to the position for which you are applying. Find a way to link your acquired knowledge and skills to the job details.

Working at USPS might be a new experience, but you can highlight former experiences such as working with people, computer skills, technical skills, or even your ability to learn new skills quickly.

Tip #7: Make Your Resume Clear

Your resume says a lot about who you are, and it is important that it is as clear as possible. It does not matter if it does not look as good as you want, as long as it is clear, concise, and error-free.

All facts of your professional history should be accurate and are organized neatly. Research how to create a professional resume. Ask qualified friends or family members to read it over for mistakes or to offer suggestions Format it properly and have it typed up and printed out well before the day of the interview.

.

You might consider hiring a resume writer. There are numerous online companies that provide

this service for a reasonable fee. If you choose this option, be prepared for this process to take 1-2 weeks.

A professional resume is something that most interviewers expect. It is a reflection of your professionalism and a poorly constructed one will give the wrong impression.

Tip #8: Pay Attention in the Interview

Be attentive during the interview, as it will show potential employers your seriousness about the position. It is essential that you show genuine interest. Sit up straight, look directly at the person speaking, lean slightly forward, and give an occasional nod to show you are listening. Body language is extremely important in a initiating a positive response. Be sure to sit still and avoid any nervous habits like clicking pens, chewing your nails, and so on. The goal of this interview is to look and appear professional, so it is essential that you show your ability to be a good employee by paying attention to the interviewer and the questions that they are asking.

Tip #9: Don't Talk Too Much

Answer each question briefly and stick to the topic of the question. Avoid giving long, rambling answers that stray from the topic. Do not consider a question to be an invitation to give your entire history. There might be certain points you want to make about yourself and your experience, but be patient. Interviewers have prepared a series of questions that will most likely cover everything that is relevant to the position and your chance to talk about various topics will most likely come. At the conclusion of the interview, if you feel that something important about your work history has not been covered, ask permission to speak about this topic.

Tip #10: Don't Be Too Quiet

Employers are looking for candidates that are able to engage in conversation. An unwillingness or inability to give complete answers makes the interview uncomfortable. Speak in a strong, clear voice while making eye contact.

You will be asked many questions, and should have answers prepared for them. However, having nothing else to offer can be as detrimental as talking too much.

Try to make small conversations with the interviewer, at least before the actual interview starts. Take a moment to greet them, ask a question, or just connect with the interviewer. Being too quiet can make you seem disinterested, so talking a little bit will show that you are a friendly person and are easy to talk to..

Tip #11: Keep Your Guard Up

If there is one thing you should avoid during the interview, it's saying the wrong thing at the wrong time. Interviewers usually try to keep things professional, but some of them will be very friendly and open and they will get you to trust them. You may feel like you can say just about anything and that is when you make the mistake of saying something you probably should not say.

Remember that the interviewer, no matter how friendly, is someone who is reviewing you professionally for a potential job opportunity. You can be friendly and open with them, but do not be so open that you just spill anything that comes to mind.

Tip #12: Be Honest and Candid

You should do your best to answer all the interviewer's questions honestly and openly. Even when they ask you about the time you were unemployed or a time in your history that might not reflect well on you, do not hesitate to give them a straight answer. You can even use this to your advantage by explaining to them how these experiences helped learn, grow, and make you better equipped for the job. Your honesty and candor will show the interviewer that you are a person that is easy to work with and is open, which will then improve your chances of getting the job.

Tip #13: Send a Thank You Note

After the interview, send a thank-you note to your interviewer. Although it is not required, this gesture will leave a good impression on your part and will show to the interviewer that you are serious about the job. Send a handwritten note or email expressing thanks for taking the time to interview you. It is not guaranteed to get you the job, but it will increase your chances.

Tip #14: Follow-up

During the interview, you will most likely be given a timeframe for which they expect to fill the position. If not, feel free to ask the interviewer this information.

If that time has passed and you have had no communication, follow-up with the interviewer with a phone call. Politely ask if the position has been filled. Often, the timeframe is delayed and the hiring is still open. The initiative you show by calling to inquire shows that you are eager for the job.

If the position has been filled and you were not selected, keep in mind that you might be considered for future job postings and your response could be a huge factor in whether or not you are kept on their list of candidates. Respond in a polite manner, stating that you appreciate their time and that you hope they will remember you in the future. It is also appropriate for you to ask why you were not selected. This will give you valuable information for improving your scores, experience and/or interview skills for future opportunities. Remember, a courteous response to not being selected shows your true character when faced with disappointment. This will go a long way in your chances for future employment.

CONCLUSION

Continue to use this material to hone your skills and gain knowledge regarding the USPS and the job for which you wish to apply. The more you utilize the practice tests and principles in this guide, the better you will be prepared not only to excel on the exam, but also to have a strong foundation in your career with the USPS.

Appendix

Contents	Page

Sample Cover Letter for Resume

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

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

Date

Dear Mr./Ms. _____:

I am applying for the [insert job title] 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 email.

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.).

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 (XXXX) XXX-XXXX or name@email.com.

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

Sincerely,

Your Signature

Your Typed Name

Your Name

[Street Address, City State ZIP Code] / [Email] / [Telephone]

Objective	List a statement that summarizes the position you are seeking and a brief summary of your qualifications.
Skills & Abilities	It is best to list your skills and abilities using bullet points or a list. Refer to the job description in order to list your skills that most match the position.
	Skill
	Skill
	Skill
	Etc.
Experience	**[Job Title]** [Company Name]
	[Dates From – To]
	This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
Education	**[School Name]**, [Location]
	[Degree]
	You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.
Communication	You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.
Leadership	Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!
References	**[Reference Name]**, [Title]
	[Company]
	[Contact Information]

Sample Resume

Sample Follow-up Letter

Your Name
Address
City, State ZIP Code
Contact 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 [insert job title] position with the 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 any time if further information is needed. My contact number is (XXX) XXX-XXXX.

Thank you again for your time and consideration.

Sincerely,

Your Signature

Your Typed Name

State Abbreviations

Name	Abbreviation	Name	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

Common Street Abbreviations

Name	Abbreviation
Annex	Anx
Apartment	Apt
Avenue	Ave
Boulevard	Blvd
Center	Ctr
Circle	Cir
Crossing	Xing
Corner	Cor
Court	Ct
Expressway	Expy
Highway	Hwy
Junction	Jct
Lane	Ln
Mountain	Mtn
Parkway	Pkwy
Road	Rd
Route	Rte
Row	Row
Street	St
Terrace	Ter
Trail	Trl
Trace	Trce
Walk	Walk
Way	Way