

# usps exam 718

## **USPS Exam 718: Your Comprehensive Guide to Passing the Postal Exam**

Are you aspiring to join the United States Postal Service? If so, understanding the USPS Exam 718 is a critical step in your journey. The USPS Exam 718 is a standardized test designed to assess the skills and aptitudes of potential postal employees. Preparing effectively for this exam can significantly improve your chances of landing a coveted position within the USPS. In this comprehensive guide, we will delve into the details of USPS Exam 718, including its structure, preparation tips, and strategies to excel.

## **Understanding USPS Exam 718**

### **What is USPS Exam 718?**

USPS Exam 718 is a postal exam used primarily to evaluate candidates applying for various postal positions, especially Mail Carriers, Mail Handlers, and City Carrier Assistants. It is a crucial part of the USPS hiring process, designed to measure skills such as customer service, clerical ability, and general aptitude.

This exam is often a prerequisite for entry-level postal jobs and is administered online or at designated testing centers. The results help postal recruiters determine the most suitable candidates for available roles.

### **Who Needs to Take USPS Exam 718?**

Candidates applying for roles such as:

- City Carrier Assistants
- Mail Carriers
- Mail Handlers
- Postal Clerks
- Customer Service Representatives

are typically required to take USPS Exam 718. The specific requirements may vary based on the position and location.

## **Structure and Content of USPS Exam 718**

# Exam Format

USPS Exam 718 generally consists of multiple-choice questions covering various skill areas. The exam duration is approximately 60 minutes, and it includes sections that assess:

- Customer Service Skills
- Forms Completion and Clerical Ability
- Memory and Attention to Detail
- Coding and Data Entry (if applicable)

Note: The exact sections and questions may vary depending on the job posting and USPS requirements.

## Key Sections of USPS Exam 718

Below is an overview of the typical sections included in USPS Exam 718:

### 1. Customer Service and Reading Comprehension

- Understanding customer needs
- Reading and interpreting written information

### 2. Forms and Data Entry

- Completing postal forms accurately
- Data entry and coding tasks

### 3. Memory and Attention to Detail

- Remembering instructions and details
- Spotting errors and inconsistencies

## Scoring and Results

Your score on USPS Exam 718 is usually expressed as a scaled score, with higher scores increasing your chances of selection. USPS often sets a passing score threshold; candidates scoring above this threshold are considered for interview and employment.

Results are typically available within a few days to a few weeks after testing, either online or via mail, depending on the testing method.

## Preparation Tips for USPS Exam 718

Effective preparation is key to passing USPS Exam 718. Here are some strategies to help you succeed:

### Understand the Exam Content Thoroughly

- Review sample questions related to customer service, clerical tasks, and data entry.
- Familiarize yourself with postal forms and documents.
- Practice reading comprehension and memory exercises.

### Use Practice Tests

- Take full-length practice exams to simulate test conditions.
- Analyze your results to identify weak areas.
- Many online platforms and USPS prep books offer practice tests tailored to USPS Exam 718.

### Develop Time Management Skills

- Practice answering questions within time limits.
- Prioritize questions you find easier to maximize your score.
- Avoid spending too much time on difficult questions.

### Enhance Your Skills

- Improve your typing speed and accuracy.
- Practice reading quickly and understanding instructions.
- Work on attention to detail by reviewing your work carefully.

## **Gather Necessary Materials**

- Ensure you have a quiet, comfortable environment for practice.
- Use official USPS study guides and materials.
- Bring necessary identification and materials on test day.

## **Test Day Tips and What to Expect**

### **Before the Test**

- Confirm your test appointment and location.
- Arrive early to reduce stress.
- Bring valid identification (driver's license, state ID, etc.).

### **During the Test**

- Read each question carefully.
- Manage your time wisely.
- Use scratch paper if allowed to organize your thoughts.

### **After the Test**

- Await your results; they are usually available online.
- If you pass, prepare for the next stages of the USPS hiring process, which may include interviews and background checks.
- If you do not pass, review your weak areas and consider retaking the exam after a waiting period.

## **Additional Resources for USPS Exam 718 Preparation**

To maximize your chances of success, utilize the following resources:

- Official USPS Practice Tests and Study Guides
- Online Practice Platforms specializing in USPS exams
- Postal job forums and communities for tips and experiences

- Local library or community centers offering test prep workshops

## **Conclusion**

Preparing thoroughly for USPS Exam 718 is essential for securing a position within the United States Postal Service. Understanding the exam structure, practicing with sample questions, and developing effective test-taking strategies can make a significant difference in your results. Remember to stay calm, focused, and well-prepared on test day. With dedication and the right approach, you can achieve a high score and take a step closer to a rewarding career with the USPS.

Good luck on your USPS Exam 718 journey!

## **Frequently Asked Questions**

### **What are the eligibility criteria for the USPS Exam 718?**

Candidates must be at least 18 years old, have a high school diploma or equivalent, and meet postal service physical requirements to qualify for USPS Exam 718.

### **How can I prepare effectively for USPS Exam 718?**

Prepare by reviewing sample test questions, practicing math and reading comprehension skills, and studying the exam's specific sections through official USPS resources and practice tests.

### **What topics are covered in USPS Exam 718?**

The exam covers areas such as address checking, memory, coding, form completion, and personal characteristics and experience related to postal duties.

### **How long is the USPS Exam 718, and what is the format?**

The exam typically lasts about 60 minutes and includes multiple-choice questions divided into sections assessing various skills relevant to postal work.

### **When and how is USPS Exam 718 administered?**

The exam is scheduled online or at designated testing centers based on USPS recruitment drives. Candidates receive instructions upon application submission and must follow the registration process to take

the test.

## **What is a good score to aim for on USPS Exam 718?**

While passing scores vary, aiming for a score of at least 70% or higher can improve your chances of qualifying for postal jobs, but check the specific cutoff for your region.

## **How can I retake USPS Exam 718 if I don't pass on the first attempt?**

You can retake the exam after a specified waiting period, typically 30 days, by re-registering through the USPS testing portal and preparing further to improve your score.

## **Additional Resources**

USPS Exam 718: An In-Depth Analysis of the Postal Exam 718 for Aspiring Postal Workers

The USPS Exam 718 is a crucial component in the recruitment process for prospective postal employees seeking positions within the United States Postal Service (USPS). As one of the primary assessments used to evaluate candidates' aptitude and suitability for roles such as city carrier, mail processing clerk, or postal clerk, the Exam 718 has garnered significant attention from job seekers nationwide. Understanding its structure, content, and preparation strategies is essential for anyone aiming to secure a postal job. In this comprehensive review, we delve into the details of USPS Exam 718, offering insights from an expert perspective to help candidates navigate the process confidently.

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## **Overview of USPS Exam 718**

USPS Exam 718, also known as the Postal Exam 718, is designed to assess essential skills required for various postal positions. The exam is typically used for entry-level roles, and passing it is a prerequisite for advancing in the USPS hiring process.

### **Purpose and Importance**

The primary goal of Exam 718 is to evaluate candidates' abilities in areas such as:

- Customer service skills
- Memory and recognition
- Attention to detail
- Basic math skills

- Language proficiency
- Problem-solving capabilities

The results directly influence hiring decisions, making preparation vital for aspirants.

### Eligibility and Application Process

Candidates interested in USPS employment should:

- Submit an application through the USPS careers portal
- Receive an invitation to take the Exam 718, often via email
- Schedule and complete the exam at a designated testing center or online (if available)

The exam is usually administered online, offering flexibility, but candidates must adhere to specific guidelines and time limits.

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## Structure and Content of USPS Exam 718

Understanding the exam's structure is critical. USPS Exam 718 typically comprises multiple-choice questions divided across distinct sections, each evaluating different skill sets.

### Sections and Topics Covered

The exam generally includes the following sections:

#### 1. Memory and Recognition (20 questions, 20 minutes)

- Purpose: To assess the ability to recall and recognize addresses, names, and numbers accurately.
- Format: Candidates are shown a series of addresses or numbers, then asked to identify or recall specific details.
- Skills Tested: Short-term memory, attention to detail, and recognition speed.

#### 2. Information Ordering (20 questions, 20 minutes)

- Purpose: To evaluate the ability to organize information logically.
- Format: Given a set of data or steps, candidates arrange them in the correct order.
- Skills Tested: Logical thinking, sequencing, and comprehension.

#### 3. Math Skills (20 questions, 24 minutes)

- Purpose: To measure basic arithmetic and problem-solving abilities relevant to postal tasks.
- Topics Covered:
  - Addition, subtraction, multiplication, division
  - Fractions and decimals
  - Basic algebra
  - Word problems involving measurements, weights, and distances
- Skills Tested: Numerical reasoning, calculation speed, and accuracy.

#### 4. Coding and Decoding (20 questions, 20 minutes)

- Purpose: To test pattern recognition and coding skills vital for sorting and handling mail.
- Format: Candidates decode symbols or patterns, or encode information based on given rules.
- Skills Tested: Analytical thinking and pattern recognition.

#### 5. Memory and Recognition (Alternate or Additional Section)

- Sometimes, an additional memory component may be included to further assess recall under time constraints.

#### Total Duration and Question Count

The entire exam usually comprises 80 questions, with a total time of approximately 1 hour and 24 minutes. The split is designed to test multiple skills efficiently within a manageable timeframe.

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## Preparation Strategies for USPS Exam 718

Success in USPS Exam 718 hinges on thorough preparation. Here are expert-endorsed strategies to maximize your performance:

### 1. Understand the Exam Format and Content

- Review sample questions and practice tests available online.
- Familiarize yourself with each section's structure to manage your time effectively during the exam.

### 2. Develop a Study Plan

- Allocate specific days to focus on different sections.
- Use a mix of study materials, including official guides, online tutorials, and practice exams.



### 3. Practice Memory and Recognition Skills

- Use flashcards to memorize addresses, numbers, or patterns.
- Engage in exercises that improve short-term recall, such as memory games or pattern matching.

### 4. Enhance Math Skills

- Refresh basic arithmetic operations.
- Practice solving word problems similar to those in the exam.
- Use online math practice platforms for timed exercises.

### 5. Master Coding and Decoding Techniques

- Practice pattern recognition exercises.
- Study common coding schemes used in postal sorting, such as ZIP code patterns.

### 6. Take Timed Practice Tests

- Simulate real exam conditions to improve speed and accuracy.
- Analyze performance to identify weak areas.

### 7. Focus on Attention to Detail

- Practice tasks that require careful reading and observation.
- Avoid rushing through questions to minimize mistakes.

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## Test-Taking Tips and Best Practices

Beyond preparation, strategic approaches during the exam can significantly influence your score:

- **Read Instructions Carefully:** Ensure understanding of each question before answering.
- **Manage Your Time:** Keep track of the clock, and allocate time proportionally to each section.
- **Answer Easy Questions First:** Build confidence and secure quick points before tackling more challenging items.
- **Use Process of Elimination:** Narrow down answer choices to improve chances when unsure.
- **Stay Calm and Focused:** Maintain composure, especially under time pressure, to avoid careless mistakes.
- **Review Your Answers:** If time permits, double-check answers, especially for questions that seem tricky.

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# Scoring and Results Interpretation

The USPS typically scores the Exam 718 on a scaled basis, with a passing score often set around 70%. However, the exact cutoff can vary based on the job vacancy and applicant pool.

What Happens After the Exam?

- Score Release: Candidates receive their scores via email or online portal.
- Ranking: Higher scores increase chances of being selected for interviews and job offers.
- Eligibility List: Successful candidates are placed on a list for potential employment opportunities.

Retaking the Exam

Candidates may retake the exam after a waiting period (usually six months), but policies vary by location and vacancy.

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## Additional Considerations and Final Thoughts

The USPS Exam 718 remains a critical hurdle for postal job aspirants, but with dedicated preparation, candidates can significantly improve their chances of success. It's essential to approach the exam with a strategic mindset, utilizing practice materials and honing relevant skills.

Key Takeaways:

- Familiarize yourself thoroughly with the exam structure.
- Practice regularly using reputable sample questions and timed tests.
- Focus on developing strong memory, math, and pattern recognition skills.
- Manage your exam time effectively and stay composed.

In conclusion, USPS Exam 718 is not just a test but a gateway to a stable and rewarding career within the postal service. Its comprehensive evaluation process ensures that only the most capable and prepared candidates are selected, making diligent preparation a worthwhile investment for any aspiring postal worker.

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Prepare diligently, practice consistently, and approach the USPS Exam 718 with confidence—your postal career awaits!

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**usps exam 718: Postal Worker Exam** , 2000 Get the edge on your competitors with this complete preparation for the 470 Battery Exam of the U.S. Postal Service. Four complete practice exams provide vital experience to help candidates score their best.

**usps exam 718: Post Office Jobs** Dennis V. Damp, 2005 The new 4th edition includes a new 473 Postal Exam study guide and provides all the information needed to locate job vacancies, prepare for exams, and explore all jobs including those that don't require entrance tests. This updated edition covers all occupations from janitors, general maintenance and technicians to truck drivers, mail carriers, clerks, administrative, and clerical positions. The author provides an insider's perspective on what it takes to go from job hunter to hired, and everything in between. Damp worked 35 years for Uncle Sam. This is the only Postal Service career guide that includes related civil service job options, the new updated 473 Postal Exam and study guide and prepares the reader for interviews, and covers ALL occupations. The book helps job seekers to: Identify ALL vacancies; Match your skills to postal jobs; Locate postal exam test dates; Study for the 473 Postal Exam; Complete job applications; Prepare for job interviews; Apply for jobs that don't require exams; Explore civil service options.

**usps exam 718: The Postal Record** , 1986

**usps exam 718: Monthly Catalog of United States Government Publications** ,

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**usps exam 718: The Postal Bulletin** , 1988

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**usps exam 718: Mental and Physical Disability Law Reporter** , 2003

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**usps exam 718: E-business Legal Handbook** , 2003

**usps exam 718: CIS Annual** , 1976

**usps exam 718: HR Focus** , 2008

**usps exam 718: Ohio State Bar Association Report** , 1983

**usps exam 718: West's Federal Practice Digest** , 2002-06

**usps exam 718: BNA's Employment Discrimination Report** , 2010

**usps exam 718: CIS/annual** Congressional Information Service, 1975

**usps exam 718: Subject Guide to Books in Print** , 1991

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