

We will break up parts of this activity packet into different parts to learn about writing resumes, references, and cover letters. Follow along, I will let you know what sections we are completing.

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Name	
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Fast Facts

- Recruiters spend an average of six seconds reviewing an individual resume. (The Ladders)
- Google now gets more than 1,300 resumes a day. (Oprah)
- The average number of people who apply for any given job: 118. Twenty-percent of those applicants get an interview. (Forbes)
- Many companies use talent-management software to screen resumes, weeding out up to 50% of applications before anyone ever looks at a resume or cover letter. (Forbes)

Activity	Response
Discussion Prompts Discuss these questions with your classmates or with a partner If you want a job, how do you convince the person that you are the right person for that job? • What would you want to do to prepare for a conversation with that person? • What would you tell the employer to convince them you are the person they should hire?	
Finding Help There are so many resources for writing quality resumes and cover letters, it can be overwhelming. Most states have a job service that can help with all aspects of the process.	
<u>What is a Resume?</u> A resume is a vital part of every job application process. It will often be the first thing an employer looks at when considering who to	1. Describe the three common goals that a resume and billboard share. 2. What challenges might you face when producing a resume?

interview and hire. Watch this video to understand the goals of a resume and and answer the following three questions.	3. What could you do to overcome those challenges?
<u>Resume Components</u> Now that you know what the goals of a resume are, here is the information you must include to accomplish those goals.	
<u>Resume Format</u>	1. What are the different types/formats of resumes? 2. Which type/format would be best for you? Why?
<u>How To Write A Resume - Top 5 Tips (stop @2:35)</u> <u>No Work Experience?</u> <u>5 Resume Mistakes You Need to Avoid</u> There are certain DOs and DON'Ts when writing resumes that might be the difference between an employer saying YES or NO. Review the videos and article linked above.	1. As you watch the video and read the article, make a list of tips they give for writing a great resume. 2. When you've finished, rank the top 3 tips you found most helpful and briefly explain why.
STOP?	
We will look at the following links about references and reference checks. Have them ready, but don't add this as a line to your resume. <u>References guide</u> <u>Legal issues</u> <u>Format</u>	

**How to Write a
Cover Letter - Top 5
Tips**

The cover letter goes hand-in-hand with your resume when applying for a job. Watch The Interview Guys Top 5 Tips and briefly summarize the key points for creating a great cover letter.

Cover Letter Sections & Strategies

The cover letter gives you an opportunity to provide more detail on why you are the best candidate.

**ANALYZE: Analyzing
a Resume and Cover
Letter**

One of the best ways to write a successful resume and cover letter is to put yourself in the shoes of the employer. It's time to analyze an actual resume and cover letter to determine how well they've described themselves.

Use the provided checklists to evaluate the sample resume and cover letter. Your teacher will give you instructions on how to conduct the discussion in Part III.