

Resume Builder Teaching Guide

Learning Objectives

In this lesson students will:

- Successfully navigate the Resume Builder tab to:
 - Compose or update a personal career goal
 - Add or update contact information
 - Record work and training experience
 - Add technical and soft skills
 - Learn two ways to manage cover letters in MajorClarity
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Materials

- Student computer access
 - Instructor computer access w/ A/V projection capabilities
 - Web browser (Chrome, Firefox recommended)
 - Resume Builder Student User Guide
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Tasks

- Distribute copies of the *Resume Builder* Student User Guide.
- Project instructor's computer screen to model student user navigation within the tab
- Provide targeted assistance as students add entries to each section of the digital resume builder:
 - Basic information
 - Experience
 - Education
 - Skills
 - Contact information
- Locate and model usage of the cover letter tool within the Resume Builder tab

Discussion Questions

- What is the difference between hard skills and soft skills?
- Why are both types of skills desirable to employers?
- What is the purpose of a cover letter?