

COURSE OUTLINE

Presenting Yourself Through Resumes, Cover Letters and Interviews

Program Description:

Putting your best foot forward in a period of transition can be a challenge. How can you construct a resume and cover letter that will get noticed in today's job market? In this one-day (or two-session) interactive workshop, we will share best practices in writing resumes and cover letters, and discuss ways to improve your interviewing skills, including review what to do before, during and after the interview. We will note different types of interviewing techniques, and provide tips on how to present you in the best light. We will talk about what to wear to an interview, and review questions to ask the prospective employer. You will have the opportunity to have your resume reviewed by the instructor and your peers, and engage in a brief, optional mock interview. This constructive feedback will allow you to make revisions to your resume and enhance your interviewing skills to present you in the best way possible.

Learning Objectives:

- Identify the different types of resumes and review formatting guidelines.
- Practice writing the summary section of your resume and specific accomplishment statements.
- Review and discuss guidelines for preparing cover letters.
- Provide constructive resume feedback to others, and receive feedback from others on your own resume.
- Discuss the “three C’s” of what employers look for in job applicants (competency, commitment, culture).
- Review commonly asked interview questions and practice answering behavioral interview questions.
- Identify ways to learn more about the prospective employer.
- Discuss best practices in appropriate attire for interviews.

Course Outline:

PART ONE	PART TWO
1. Welcome & Introductions	8. What Employers Really Look For
2. Guidelines for Formatting Resumes	9. Resume Feedback Session #2
3. Elements of a Resume (Objective, Profile, Summary, Skills, Experience, Education, Affiliations, Awards)	10. Preparing Yourself for an Interview
4. Types of Resumes (Chronological, Functional, Scanned, Online)	11. Researching the Prospective Company
5. Working on Your Resume	12. Other Tips for a Successful Job Search
6. Guidelines for Preparing Cover Letters	13. Guidelines for Appropriate Business Attire
7. Resume Feedback Session	14. Action Plan, Summary and Evaluation