

Module #2: Cover Letter, Resume, & Portfolio Module Overview

October 6th – November 1st 2016

Tuesdays and Thursdays 10:00-11:30

Drop in: Wednesdays 10:00-11:30

Introduction:

Who you are and how you present yourself on paper when applying for a job is critical to your success in securing an interview. By identifying your appropriate/applicable skills and researching your potential employer you will have a distinct advantage.

Module Description:

This module will focus on how essential a well-written cover letter is and how it can impact a person's ability to gain an interview. The same can be said for preparing a thorough resume. One size does not fit all! A resume must be tailored to meet the needs of each specific job. After securing an interview, it is imperative that the interviewee prepares a portfolio that reflects his/her talents related to the job they are applying for, including a Personal Mission Statement. The importance of networking through social media will be high-lighted and there will be an opportunity for hands-on practice.

Module Objectives:

To provide the students with the cover letter, resume, and portfolio tools to be successful in achieving employment. At the end of the module the students will have:

- Reviewed the guidelines for a 4 paragraph cover letter
- Prepared a 4 paragraph cover letter based on applying to a job advertised in the paper
- Identified applicable skills and included them in the cover letter
- Discussed the various types of resumes and chosen the one that best suits their needs
- Presented a resume for critique
- Been taught the importance/advantages of a portfolio
- Learned how to create a Personal Mission Statement
- Created a professional portfolio
- Learned the importance of networking through social media