SESSION 14: RESUME FEEDBACK, COVER LETTER AND JOB APPLICATION PROCESS FACILITATOR GUIDE

SESSION GOALS

This session provides the participants the opportunity to meet with pilot company representatives, mentors, or resume coaches to review their resumes to get pointers for improvement and strengthening them. Participants will update their resumes based on the feedback they receive and information gathered since resumes were first written.

The learning objectives for the session include:

1. Identify strengths and weaknesses of their resumes
2. Revise resume based on feedback

PREPARATION

Review the contents of the lesson to make sure you can demonstrate the preparation of a resume, such as selecting a type, selecting a format, entering work history, completing skills descriptions, locating similar occupations for reminders of own experience to document, printing the resume, and showing resumes on the screen for all to see.

You can arrange for a speaker with expertise in resumes, cover letters and job applications to facilitate this session.

Have good and bad resumes on hand to use in the demonstration or obtain access to a demonstration with at least one completed resume. Have good and bad cover letter examples. Go online and find videos of how to prepare a good cover letter and use these videos in the alternate presentation—if you decide to use it. Alternately, you can simulate an actual job application process with the participants.

This demonstration and practice take place in the computer-equipped classroom. Participants must have their previously developed resumes to further develop.

Print, prepare and gather all materials in the Materials section below.

MATERIALS

Sign-in sheet (need to create) and Pens
Participant Guide containing all items with an * *below*
(original) Resume Review PowerPoint Presentation
*Thumbnails of Resume Review PowerPoint Presentation ***
*New Resume Feedback, Cover Letter and Job Application Process Slide Images**
*WISE Pathways Action Plan for Session 14**
*WISE Pathways Participant Evaluation for Session 14**
Participant Resumes to Update
*Action Verbs for Resumes and Applications Handout**
*Tips for Online Job Applications Handout**
Sample Resumes
Sample Cover Letters

SCHEDULE

Before Class	**Sign-In, Mingling, Materials** Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.
15 minutes	**Introduction** Review the information covered in the earlier session on "Resume Writing". Highlight how to locate resumes and update them and where to get sources of information to make the resume more complete. Ask a few participants to share what they included in their action plans at the end of that session. Answer any questions. State the learning objectives for this session.

30 minutes	**View Presentation(s)** Have the participants view the original Resume Feedback PowerPoint Presentation and the new Resume Feedback, Cover Letter and Job Application Process Presentation Slide Images. Answer any questions. Remind them of the purpose of a Resume: a description it is the quickest way for a potential employer to get a picture of your qualifications. Unlike a job application, where there is little choice as to what information to provide the company, résumés give the opportunity to present a job candidate's strongest qualifications and skills. Emphasize the 'fit' of a Resume with the job type participants may be interested in obtaining. The order of information is variable depending on your strengths – you should always list your strongest suit (or the information most relevant to the specific job opportunity) first. Finally, you want to customize your resume to include search terms relevant to the company or job-posting, particularly if you are applying on lines. These words can be key words right from the job description and qualifications.
30 minutes	**Meet with Coaches** Participants meet with company representatives, mentors, and/or coaches to review their resumes and take notes on changes and improvements needed.
15 minutes	**Break**
20 minutes	**Update Resumes** Demonstrate how to start updating their resumes. Demonstrate the updating of a resume such as selecting a type, selecting a format, entering work history, completing skills descriptions, locating similar occupations for reminders of own experience to document, and printing the resume. Show resumes on the screen for all to see. Direct participants to begin update their Resume in a word processing program. Encourage them To use some of the sample Resume-style documents to help aid progress. Provide feedback on these assignments quickly. Direct attention to the handouts.

20 minutes	**Create a Cover Letter** Have the participants create a cover letter using the information that was learned in the cover letter preparation video(s). Be sure to highlight the best practices when completing a cover letter. Show some generic sample cover letters that you may wish to include in this session. - Help individuals as needed and demonstrate common solutions to the group as needed. - Direct them to print the letters as a starting point for later use. - Point out that they can save several cover letters in an application such as Microsoft Word or use them to prepare future cover letters. - Stress that the information from a properly written cover letter should be included with Resumes when submitted by e-mail. - Copying a prepared cover letter and pasting it in the e-mail is a useful practice.
15 minutes	**The Job Application Process** Use this time to simulate an actual job application with the participants. Show how to complete the application explaining your entries as you complete the information. - Show that should enter "None" where necessary. - Emphasize the information they should have with them when they visit an office to complete the application. - Stress that they must have permission before listing references and they also need to contact references about the jobs where they have applied before using them as a reference. - Direct participants to print their applications and gather information to complete them. Explain the importance of being prepared to enter all necessary information when applying for a job. - Provide tips to participants to successfully navigate through video conferencing or face to face meetings.
25 minutes	**Final Resume and Cover Letter Review** Participants should get together with the employee representatives, mentors, coaches, or one another and conduct a final review of their resume and cover letter.

10 minutes	**Wrap-up, Action Plan and Evaluation**
	Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.

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