

## NAVIGATION INSTRUCTIONS – EXAMPLE COURSE LAYOUT

Home / Standout Cover Letters 2.0



**Standout Cover Letters 2.0**

★★★★★ 92%

Before beginning this course, we recommend that you download and review the 'Navigation Instructions' located in the FILES section below for more information on navigating course content.

This 70 minute course covers everything you need to know to craft a standout cover letter that will catch the eye of a recruiter or potential employer!

During this course we will cover expectations within the North American market, teach you a technique to identify and communicate your match with the job requirements, highlighting your top sellers, along with some sample

[read more](#)

[Resume course](#)

**Content**

**LAY THE FOUNDATION**

- ✓ Unit 1 - Why Bother? (5 Mins)
- ✓ Unit 1 Quiz - Why Bother?
- ✓ Unit 2 - Best Format and Layout (8 Mins)
- ✓ Unit 2 Quiz - Best Format and Layout
- ✓ Unit 3 - Example Cover Letter from Bad to Great (14 Mins)

**BUILD AND CUSTOMIZE**

- ✓ Unit 4 - 3 Essential Steps
- Unit 4 Quiz - 3 Essential Steps
- ✓ Unit 5 - The Hook!
- ✓ Unit 5 Quiz - The Hook!
- ✓ Unit 6 - Summarize Your Background and Provide Wow Factor Examples
- ✓ Unit 6 Quiz - Summarize Your Background and Provide Wow Factor Examples
- ✓ Unit 7 - The Close
- ✓ Unit 7 Quiz - The Close

**Files**



- DOCX Cover Letter Format 1.docx
- DOCX Cover Letter Format 2.docx
- DOCX Cover Letter Format 3.docx
- PDF Navigation Instructions.pdf
- DOCX Unit 4 Homework - Job Ad Match Template.docx

- All our courses are structured in a similar way. Each course comprises several units structured under key headings e.g.: LAY THE FOUNDATION, BUILD AND CUSTOMIZE.
- If there is a Quiz following a Unit, you will see it located directly after the Unit.
- Downloadable Files are located in 2 places. At the end of the Course Units under the header "FILES" and in the Resources tab when you are viewing a particular Unit.

## NAVIGATION INSTRUCTIONS – OPENING AND CLOSING A COURSE UNIT

When you first click on a Course Unit it will open the Unit in a separate pop-up window. You can make it full screen by clicking on the full screen icon in the top right hand corner of your pop-up window.

The screenshot shows a Google Chrome browser window with a single tab titled "Unit 1 - The North American Resume (4 Mins) - Google Chrome". The URL in the address bar is "learn.eloftcareers.com/getopenfile/eloftcareers/1619026545\_Unit\_1\_-\_The\_North\_American\_Resume\_\_4\_MINS\_/index\_lms.html?end...". The main content area displays the title "Resumes That Win! The North American Resume". At the top right of this content area is a button labeled "EXIT". A large orange arrow points upwards from a callout box to the "EXIT" button. Another callout box to the right of the "EXIT" button contains the text "Click EXIT to complete a unit and record your progress." In the bottom right corner of the content area, there is a watermark for "eLoft CAREERS" with the tagline "JOB SEARCH SKILLS THAT WORK". Below the content area, there are standard video player controls: a play button, a progress bar, a refresh/circular arrow icon, a volume icon, a closed captioning icon, a settings gear icon, and navigation buttons for "PREV" and "NEXT".

Click on the square box to go to full screen. Hit escape on your keyboard to return to pop-up window.

Unit 1 - The North American Resume (4 Mins) | EXIT

Click EXIT to complete a unit and record your progress.

Resumes That Win!  
The North American Resume

eLoft CAREERS  
JOB SEARCH SKILLS THAT WORK

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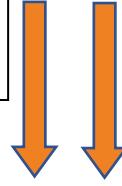
► — ⟲ PREV NEXT ⟳

## NAVIGATION INSTRUCTIONS – COURSE NAVIGATION

The Resources Tab is where you will find any downloadable documents for a course unit.



The Notes for the course will display on the right-hand side for ease of reference.



The Menu tab shows you upcoming slide descriptions

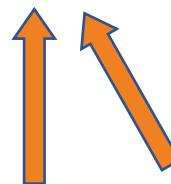
Unit 5 - Choose Your Resume Layout and Style (8 Mins) | RESOURCES EXIT

☰ NOTES MENU



Welcome to Resumes that Win, Choose Your Resume Layout and Style. By the end of this unit you will understand the most popular style of resume and how best to layout your resume to showcase your top qualifications to a potential employer. Let's get started!

Adjust the volume using the audio button.



Click the CC button for closed captions.

## NAVIGATION INSTRUCTIONS – PAUSING AND RE-STARTING A UNIT

You can pause a Unit at any time by clicking on the pause button. See below

Unit 5 - Choose Your Resume Layout and Style (8 Mins) | RESOURCES EXIT



NOTES MENU



### The Most Popular Layout of Resume

#### ✓ Chronological Layout

Why is this the most popular?

1. Easy to read and understand by the potential employer
2. Presents your relevant experience in a logical order – most recent going back in time

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< PREV

NEXT >

To pause a Unit, click  
this button



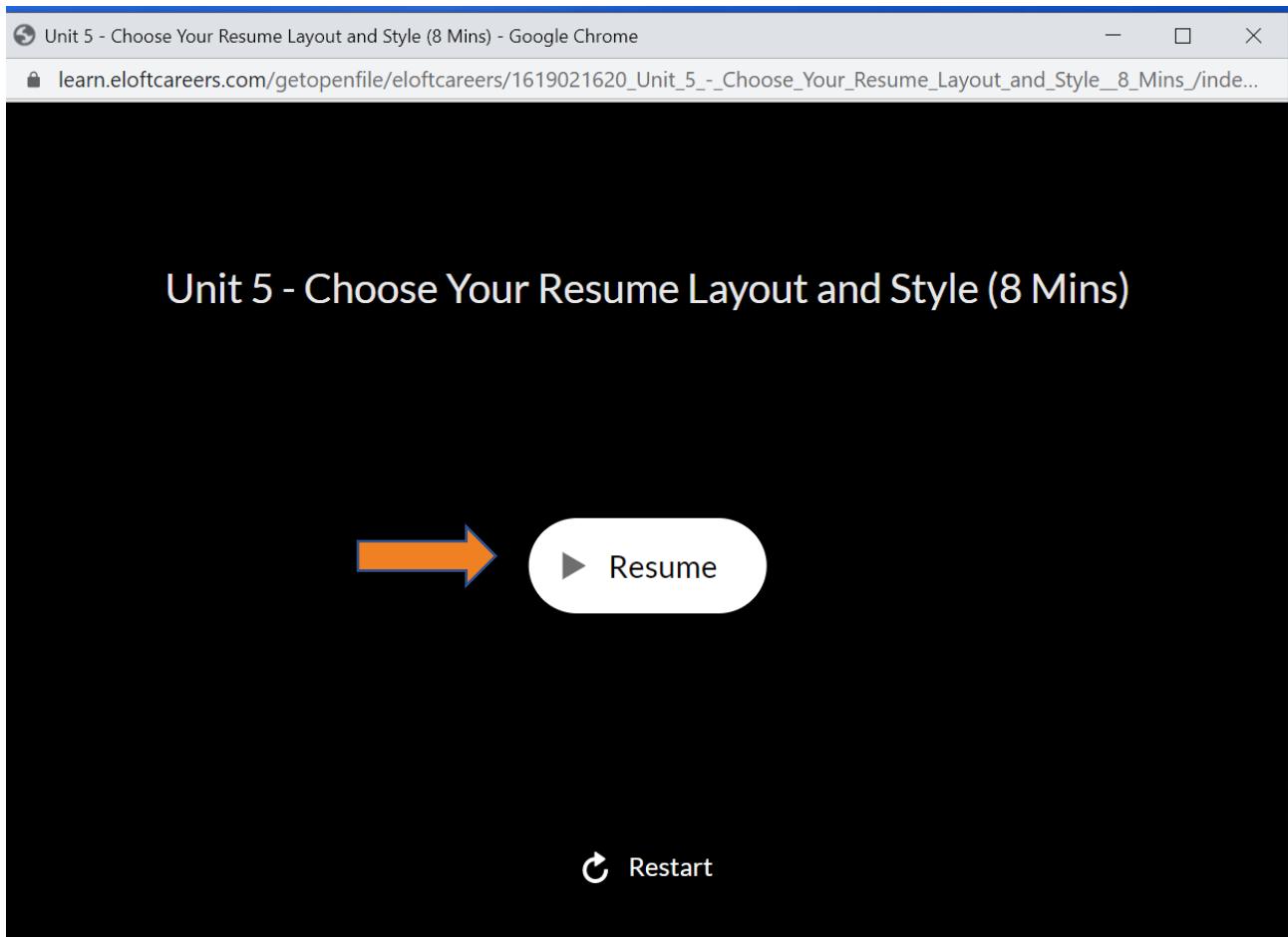
The most popular and preferred layout for a resume is the chronological layout. Having done a great deal of recruitment and read thousands of resumes throughout my career, I can attest to the fact that this style was and remains the preferred style to review!

Why is it the most popular layout?

1. Easy to read and understand by the potential employer
2. Presents your relevant experience in a logical order – most recent going back in time

Let's take a closer look at this style of resume and how you can give potential employers what they are seeking – a chronology of your most relevant experience.

If you exit a Unit mid-way through, the system will bookmark where you left off. When you start to view it again you will be prompted to resume from where you left off by clicking “Resume” or start from the beginning by clicking “Restart”. This allows you the ultimate flexibility to view courses at your convenience!



## NAVIGATION INSTRUCTIONS – MOVING BETWEEN COURSE UNITS

Once you have viewed a Unit you can navigate to another part of the course by clicking on the course name on the top left bar or by hovering over the course name (see right) or by clicking “More” on the right and “Back to courses”.

Access downloadable files here or back in the main course menu.

