# Agenda for Meeting

## Details

* Date: Friday, 28 January 2022
* Time: 12.25pm to 12.50pm (25 minutes)
* OP1 Topic: Crafting a Professional Resume and Cover Letter

## Before Meeting

1. Read through the CA1 Team Meeting Info Pack + CA2 OP1 Info Pack
2. Provide resumes via Telegram
   1. Team members will glance through each other’s resumes and think of some possible feedback to give during the meeting.

## Meeting Topics/Activity

1. Review teammates resumes and provide feedback (8 minutes)
   1. The goal is to get a basic understanding of some possible areas to talk about when presenting effective resume writing.
   2. Soft guideline: 3 feedback points per resume
2. Identifying IT-specific items to include in the resume? (3 minutes)
3. Discuss the structure of our presentation (5 minutes)
   1. Content that we want to include in our presentation
   2. Maybe delegate who can take charge of the various sections

# Meeting Minutes

Note taker: Jun Lim

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| **Topic/Activity** | **Discussion/Comments** | **Action Items** |
| 1 | - Need to decide on a uniform structure for a resume, e.g., where to place the awards section, the indentation and font style of each header, date, and content should be consistent.  - For each experience, summarize the content into three points for a briefer overview when one has more experience in their resume  - Can highlight the relevant modules (which was project heavy) taken by showcasing what was being done in the module itself  - In the case where a resume is lacking in the experience section, including past project/research experience dated from a while ago can prove to be vital to displaying one’s technical skills, especially so when it is relevant to the job post and a long duration was spent on it  - Certain relevant modules where one has scored a good grade can also be reflected in the resume (along with one’s GPA/CAP) |  |
| 2 | Programming languages, past projects, adding social media profile links, or links to technical profiles on other IT sites in one’s resume (e.g., unicon, github) |  |
| 3 | - Use one of our resumes as a template to present the resume section (Resume writing tips)  - Highlight the purpose of the resume (audience specific)  Time allocation: Cover letter – 5 min  Resume – 15 min  Rough estimation on number of slides: 10 | Framework:   * Introduction (Emphasize the purpose behind writing the resume) * (ToC) Presentation topics * Resume writing tips * Example using   + One ‘ultimate’ model resume (based on various good points from our resumes), or   + Focusing on key parts of our various resumes * Cover letter (Other ways of writing one besides sending it together with the resume in a pdf) * Summary of main points * Q&A |