**5.1 Activity Space (Crafting a Professional Resume and Cover Letter)**

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| **OP1 Grp** | **Member names** | **Roles** |
| 1 / A | Jun Lim, Alan, Wraine, Jun Leong, Aileen | Presenters |
| 2 / B | Wei Li, Musfirah, Anvitha, Braden, Edward | Reviewers |
| 3 / C | Isaac, Hao Feng , Sharif, Shyun, Tuan | Audience |
| 4 / D | Daryl, Emily, Tai, Haziq, Yu Zhong | Audience |

**Group 2 (Reviewers)**

Please refer to the rubrics and make notes on the following aspects of each presenter.

* Content and Structure
* Question and Answer
* Delivery: Non-verbal communication
* Delivery: Visual aids
* Delivery: Voice and Teamwork

**Groups 3 & 4 (Audience)**

* **Please remember to ask good questions at the end of the presentation.**

**Audience Activities**

Work in pairs or groups of 3s and complete the following activities.

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| **Room** | **Names** |
| 1 | Isaac, Daryl |
| 2 | Haofeng, Emily |
| 3 | Tai, Sharif |
| 4 | Haziq, Shyun |
| 5 | Tuan |

**Activity 1:**

Discuss

(5 mins)

What’s the difference between a CV and Resume?

<https://www.indeed.com/career-advice/resumes-cover-letters/difference-between-resume-and-cv>

<https://www.thebalancecareers.com/cv-vs-resume-2058495>

**Activity 2:**

Individual Instructions

(15 mins)

1. Look for a job posting or internship position that you are interested in.

* You can use NUS TalentConnect <https://nus-csm.symplicity.com/> or any other platforms.

1. Read the requirements and consider the skills/ experience that you would like to highlight to the recruiter to show your suitability for the position.
2. Work on your resume/ CV.

* If you already have a resume/cv, consider how you would tweak it based on the requirements of the job. If you don’t have a resume, write one briefly.

**Activity 3**

Pair/ Group Instructions

(10 mins)

1. Share the job that you are interested in.
2. Explain how you have highlighted your suitability through your resume/cv.

*Rationale: This activity helps you think about the most important pieces of information to include in your cover letter.*

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|  | ***Key Takeaways*** |
| *1* | * *It is important to ensure a consistent flow between different parts of the presentation* * *Ensure that when presenting, your audience can follow you (e.g. use the built-in laser pointer to direct attention)* * *Use more relatable and relevant examples and emphasise them wherever appropriate to make it more compelling for your audience to listen and be persuaded by your presentation (e.g. emphasising the popularity of Meta when introducing it as a internship opening example; using the chicken rice analogy)* * *During Q&A, tactfully continue your teammate’s answer by making it sound like you’re complementing their points and not throwing them under the bus (even though it was unintentional)* * *During Q&A, it is alright to take a moment to consider your answer to the audience’s question, so long as you make it clear to him/her that you need a bit of time to think.* * *Be mindful not to contradict what you say with what was written on the slides, or even what you have mentioned previously.* |
| *2* | *In terms of your observation (presentation)*  *1) what kind of gestures to make, sufficient hand gestures*  *2) a gist of how to reply to q&a questions & q&a etiquettes*  *3) how you phrase your words e.g. “let me add on” instead of “let me help you”.*  *4) rehearse, standardize before presentation*  *5) infodump not recommended*  *6) importance of not giving any awkward silences during q&a*  *7) to use appropriate analogies*  *8) be mindful of your tone* |
| *3* | *In terms of Resume writing/ Cover letter:*   * *Importance of IQ, EQ, CQ and AQ when crafting resume. Consider what is more important by reading job descriptions* * *Do not lie about your expertise, try to be honest* * *Learnt about how important personal branding is in a resume and cover letter* * *I have learnt that the cover letter is longer and contains more detail than a resume, whereas a resume is mainly to show off the information that is best suited for the job description* * *Certain parts of the resume can be tweaked to fit a specific job description* |
| 4 | *In terms of resume wiriting/ cover letter:*  *Personal branding is important, MIM (4 quotients), have to look at JD and tailor your resume to it*  *Address the hiring manager to add personal touch*  *The content of the cover letter should highlight/include the keywords that can be found in the job scope.*  *Resume vs cv : cv is an extended version of resume with more details (resume is a summary)* |

*We will meet in 2 minutes – groups 3 and 4 be prepared to share what you have learnt from this session.*