**Week 4 Resources:**

<https://www.niagaracollege.ca/modules/WIL2018/2.3/story_html5.html?lms=1>

<https://www.niagaracollege.ca/modules/WIL2018/2.3/story_content/external_files/Writing%20Skill%20Statements.pdf>

<https://www.niagaracollege.ca/modules/WIL2018/2.4/story_html5.html?lms=1>

<https://www.vmock.com/lambtoncollege>

**Writing an Effective Resume and Cover Letter**

The next 2 weeks include content and activities that will help you develop a targeted cover letter and resume. You will focus on effectively highlighting your academic and professional experiences. It is no secret that competition is fierce in the professional workplace, so knowing how to position yourself and showcase how you can bring value to an organization has never been more important.

***'The beginning is the most important part of the work.'***

*- Plato*

**Learning Objectives**

**By the end of this module, you should be able to:**

1. Review and use key information listed on job postings in your marketing materials
2. Review format and content requirements for a professional cover letter and resume
3. Recognize areas in need of updating, and provide suggestions on how to improve marketing materials
4. Create a professional targeted cover letter
5. Create a professional resume using vMock

**Learning Resources**

To support this module's learning objectives, please read the following documents and watch the videos:

* [Writing a Resume and Reference Page Video](https://www.niagaracollege.ca/modules/WIL2018/2.3/story_html5.html?lms=1)
* [Practice Writing your Skill Statements Document](https://www.niagaracollege.ca/modules/WIL2018/2.3/story_content/external_files/Writing%20Skill%20Statements.pdf)
* [Writing a Cover Letter Video](https://www.niagaracollege.ca/modules/WIL2018/2.4/story_html5.html?lms=1)
* [Cover Letter Check List](https://www.mylambton.ca/docs/default-source/co-op-career-services/co-op-and-career-services---checklist---coverletter.pdf?sfvrsn=6e2cdb0e_2)
* [Cover Letter Sample](https://www.mylambton.ca/docs/default-source/co-op-career-services/co-op-and-career-services---sample-cover-letter.pdf?sfvrsn=36f2ff8f_2)
* [Resume Check List](https://www.mylambton.ca/docs/default-source/co-op-career-services/co-op-and-career-services---checklist---resume.pdf?sfvrsn=7e1d7843_2)
* [Resume Sample](https://www.mylambton.ca/docs/default-source/co-op-career-services/co-op-and-career-services---sample-resume.pdf?sfvrsn=b456d971_2)
* Link to [vMock website](https://www.vmock.com/lambtoncollege)

**PowerPoint Access**

Access the module PowerPoint here: [Week 4 and 5 - Writing an Effective Resume and Cover Letter](about:blank)

**Evaluation**

Access the assignment outline here: [Week 5 - Cover Letter and Resume Assignment Outline](about:blank)

The *Cover Letter and Resume Assignment* is due on

**Next Steps...**

1. Submit the *Cover letter and Resume Assignment* to Moodle by deadline.
2. Review the learning resources for next week's unit, *Networking and Job Search.*

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