

Lesson Objectives



Identify the features and function of a résumé

Identify the features and function of a cover letter

Identify ways to make your résumé and cover letter stand out

Learning Points

1. Features and function of a résumé:

- A résumé is a one- to two-page long document highlighting your professional experiences and qualifications to prospective employers.
- A typical but non-exhaustive list of sections to include in your résumé are: Education, Work experiences, Co-curricular activities, Volunteer work, Additional skills & interests, etc.
- Use C-A-R to frame your bullet points: **Competency verb** + **Action** + **Results** (e.g. “*Led a team of 5 members to organise a carnival that attracted a breakthrough attendance of 300 volunteers and beneficiaries of various ages and disabilities.*”)

2. Features and function of a cover letter:

- A cover letter is a single-page document written in paragraph form that showcases your personality and why you will be a good fit for the company and job.
- A cover letter typically comprises 4 to 5 paragraphs that introduces who you are and identifies the job role you are applying to (first para), explains what is it about the job role and company that excites you (second para), showcases your suitability for the job role and provides context and details to your achievements (third and fourth para), and ends with a word of thanks and call to action (fifth para).

3. Ways to make your résumé & cover letter stand out:

Résumé:	Cover Letter:
<ul style="list-style-type: none"> • Customise your résumé to match the key words and descriptions in the job description. 	<ul style="list-style-type: none"> • Show an understanding of the job description, the organisation (vision, mission, values, company news, etc.), industry trends where relevant.
<ul style="list-style-type: none"> • Avoid generic statements about what you did. Instead, highlight your achievements, use impactful action verbs (refer to link below) and include details like quantitative results. 	<ul style="list-style-type: none"> • Avoid generic statements about the company and your value-add (e.g. “<i>I hope to contribute to your company as I am hardworking.</i>”), showing self-doubt (e.g. “<i>Although I do not have much experience in X, however...</i>”), and focusing too much on yourself (e.g. “<i>I believe your company can provide me many growth opportunities...</i>”)

Resources

Hyperlinks to useful resources:

Sample Résumé	Sample Cover Letter
Impactful Action Verbs	