



# Resume Workshop



# The Agenda

1. What is a cover letter?
2. Resume: The basic breakdown
3. Explanation of the 4 tier groups.

\*Break into each Tier and work on your resume.



# What is a Cover Letter?



# A cover letter is....

- It's a professional letter to a potential employer addressing why you are the best fit candidate. (Use the job description as your guideline)
- Always aim to send a cover letter (even it's not required)
- Elaborate your skill sets through examples.
- Do your research and address the cover letter to the hiring manager
- Keep it at one page MAX!



# Creating a structure resume



## Overview

- Education, work experience, accomplishments and skills
- Keep your resume at one page MAX!
- Use action verbs (Led, managed, executed, etc.)
  - a. If it's a current position use present tense
  - b. If it's a previous position use past tense
- Every bullet point should be at most a sentence or two.
- Include the job description qualifications in your resume
- Objectives should only be a line or two long.



# What should your resume Include?

## Objective

- States the purpose and reason for applying.
  - a. What is your goal? (ie To obtain a internship/job in xyz company)
  - b. Why are you applying? (ie ...to further my skills in communication, teamwork, etc)

## Education

- Should include your expected graduation year
- GPA if it is a 3.0 or higher
- For transfer students, if you had AA degrees then include what Junior College you came from



## Work Experience

- Job position, Where you work, Job description, dates
- Projects

## Skills

- Computer skills (AutoCad, Microsoft office, C++, Java, etc)
- Language (bilingual, sign language.)

## Extra curricular

- Shows that you didn't just focus on school ( i.e. clubs, sports, jobs, volunteering etc.)



## Do's and Don'ts

- Be consistent throughout your resume
  - Bullet points are okay but use them correctly
  - Reread and edit, also have other people edit too
  - Have a professional email address.
  - Make it you own, uniqueness makes it stand out!
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- DO NOT share any private information or link your IG & FB accounts
  - DO NOT lie
  - DO NOT include anything inappropriate
  - DO NOT go over 1 page

Be Professional!





# Breaking into Tiers.

## Tier 1

- This group is freshman or members who have not done a resume before.
- Generic resume which will help students to form their first resume and understand the basics of building their resume.
- Focus is either first job or an internship.



## Tier 2 and Tier 3

- This group includes sophomores and juniors focusing on getting their resume improved with a focus on getting an internship.

## Tier 4

- Seniors
  - Graduating Seniors will be focusing on improving their resumes for applying for jobs after graduation
  - Seniors who are not graduating soon but want to obtain an internship