



Résumé and Cover Letter Preparation

Workshop Duration: 1 Day

Facilitation in English

Workshop Description

Do you keep missing out on the job interview? Does your resume effectively demonstrate the skills, knowledge and abilities you need to meet the Statement of Merit criteria for the job you want?

Learn how to create a compelling cover letter and powerful resume. This workshop will help you to refine your resume to market your skills and accomplishments effectively, promote your strengths, and clearly demonstrate how you meet the essential and asset experience qualifications for the job to distinguish you from the competition and position you to advance to the interview stage of the selection process.

Who Should Attend

This course is for anyone who wants to improve an existing résumé or prepare an effective new résumé.

What You Will Learn

- Know how to prepare an effective résumé and cover letter.
- Develop a promotional strategy in order to effectively market yourself on paper.

Course Outline

Getting Started : A Structured Approach

- The Top 5 Features of a Good Résumé
- Guidelines

The Building Process - Think Structure

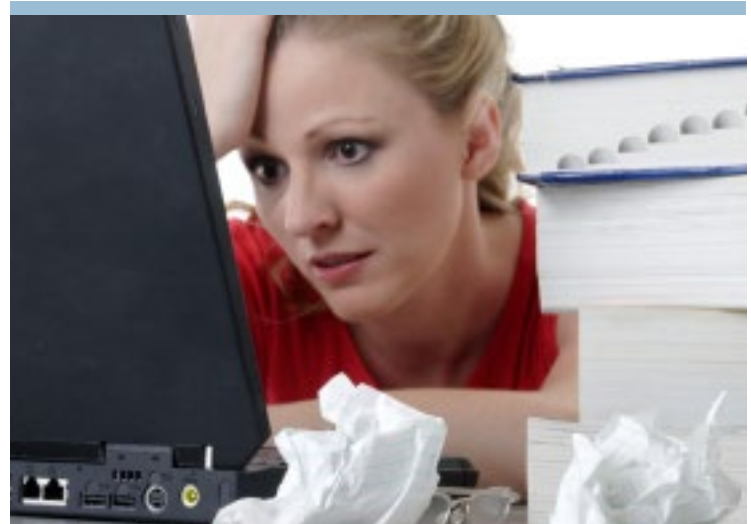
- Contact Information
- Objective
- Profile, Summary
- Highlights of Qualification
- Experience
- Other Content

Preparing Your Resume and References

- The Resume Types
- Format and Style
- Professional Profile
- References
- Sample Résumé

Assessing the Need

- The Requirement
- The Desired Qualifications



Course Outline (CONT'D)

Writing Your Résumé

- Get Straight to The Point
- The Use of Strong Action Verbs to Bring Forth Accomplishment Statements

Presenting the Information

- Reviewing the Do's and Don'ts
- Keeping Up With the Job Market Requirements

The Cover Letter

- Reviewing "The Structure"
- Electronic Cover Letters