

CHAPTER 11

Activity: Individual

⌚ 30 MINUTES

Materials: Activity handout and internet access.

Objective: The purpose of this activity is to describe your personal skills and experiences in order to prepare a résumé and a cover letter.

STANDARD Professional Development Standard

- Acquire self-development skills to enhance relationships and improve efficiency in the work environment.

Résumé and Cover Letters

Procedure

Explain to students that the purpose of a résumé is to highlight their skills and make them stand out when compared to other applicants.

- 1 Have students go to foundationsU.com/resume for a link to an online résumé generator tool.
- 2 Students will click on “Get Started” and follow the directions for building their résumés.
- 3 Students may select either the “Chronological” or “Functional” style of résumé. (If a student has little or no employment history, they should choose “Functional.”)
- 4 Have students complete each résumé field. Encourage students to review “tips” for each section located to the right. Note: This website does not store any personal information.
- 5 After completing all résumé fields, students will be prompted to select one of three templates.
- 6 In the “Summary and Edit” section, students will have an opportunity to edit their entries to make sure their résumé matches the job for which they are applying. At the bottom of this page, students will be asked if they would like to include an objective statement. Remind them that we recommend they provide a “results” statement. Each student’s results statement should be placed in this space. Have them click the “Include an Objective Statement” box and fill in their results statement.
- 7 The next screen provides the options of print, save draft, save final, or send (email).
- 8 After students have completed their résumés, have them click on “Launch Letter Generator” in order to create a cover letter. Students will simply follow the six prompts and then either print, save or email their final draft.

Résumé and Cover Letters

Directions

The purpose of a résumé is to highlight your skills and make you stand out when compared to other applicants.

- ➊ Go to foundationsU.com/resume for a link to an online résumé generator tool.
- ➋ Click on “Get Started” and follow the directions for building your résumé.
- ➌ You may select either the “Chronological” or “Functional” style of résumé. (If you have little or no employment history, you should choose “Functional.”)
- ➍ Complete each résumé field. Note: Be sure to review “tips” for each section located to the right.
- ➎ After completing all résumé fields, you will be prompted to select one of three templates.
- ➏ In the “Summary and Edit” section, you will have an opportunity to edit your entries to make sure your résumé matches the job for which you are applying. At the bottom of this page, you will be asked if you would like to include an objective statement. Remember that we recommend you provide a “results” statement, instead. Your results statement should be placed in this space. Simply click the “Include an Objective Statement” box and fill in your results statement.
- ➐ The next screen provides the options of print, save draft, save final or send (email).
- ➑ After you have completed your résumé, click on “Launch Letter Generator” in order to create a cover letter. Simply follow the six prompts and then either print, save or email your final draft.