

Thursday, February 16, 2023 (class 7 of 30!!)

Today:

- **QUIZ #1!!**
- Career opportunities cont'd: Peer review resumes!

After the quiz: Get a classmate's resume and write on it: (1) at least 2 compliments (what you like), (2) at least 2 suggestions (what could be better), & (3) any questions! We will discuss them!

Tu. Feb. 21: **NO CLASS** for us! ☹ College follows Monday schedule.

For next class (Th. Feb. 23):

- Review ch. 2 pp. 41-44 & sample cover letters posted on OL!
- Email revised resume as attached Word document before class!
- *If you didn't yet*, reply to a classmate's "Who I Am" post!

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Resume & cover letter assignment!

Résumé = clear and concise summary of your background, to submit to potential employers in application for a position (and other purposes).

Generally includes:

- contact info
- education
- employment history

Plus other relevant experience & skills – *will vary by applicant & job*

Cover letter = letter to potential employer submitting your resume to apply for a position, and highlighting your most relevant qualifications.

What makes a **good resume?!**

We identified:

- Easy to read (font/typeface)
- States objective (optional)
- Thorough: maybe list skills (including computers, plus “soft skills” like communication)
- TRUE!!!

Other qualities that make a **good** resume include that it:

- is "positive" → **and TRUTHFUL!**
- is free from errors → **PROOFREAD it!**
- is one page if possible → **be CONCISE!!**