

Resume Instruction Outline

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| 1) Go over the basics of the resume | 10 minutes |
| a) What is it? | |
| b) Why write it? | |
| c) What makes an effective resume? | |
| d) Formats | |
| e) Sections | |
| 2) Review the resume samples | 15 minutes |
| a) Chronological | |
| b) Functional | |
| 3) Review the Resume Makeover | 20 minutes |
| a) Show each student the first page, the resume which is bad | |
| b) What would they change and why? | |
| 4) Resume Tips | 10 minutes |
| a) Ask students to discuss other tips | |
| 5) Cover Letters | 10 minutes |
| 6) Visit the resume template web site | 10 minutes |
| a) Have users download resume template that are appropriate | |
| 7) Give students time to play with their resume | 45 minutes |