# #9374
# RESUMES, COVER LETTERS, AND PORTFOLIOS: TOOLS TO LAND THE JOB

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## DESCRIPTION

A career counselor offers suggestions for writing an attention-getting resume. Covers three types of resumes and what each includes. Describes an effective cover letter and portfolio.

## ACADEMIC STANDARDS

**Subject Area: Life Work**

- Standard: Makes general preparation for entering the work force
  - Benchmark: Develops an employment profile
  - Benchmark: Prepares a resume summarizing experience, education, and job training
  - Benchmark: Makes an accurate appraisal of prior work experience, career goals, personal character, job references, and personal aptitudes

## INSTRUCTIONAL GOALS

1. To explain when to use one of the three types of resumes.
2. To write an example of a functional, chronological, and combination resume.
3. To demonstrate writing a cover letter.
4. To design and organize a portfolio.

## BACKGROUND INFORMATION

Resumes and portfolios aren't just for professionals. Anyone can have a resume and portfolio—at any skill level. Viewers will learn when and how to use the three types of resumes effectively. They will learn the steps in writing each type: functional, chronological, and combination, and what they should and should not include in a resume.

Writing effective cover letters is an essential part of the job search. They accompany the resume and must be designed to get attention.

A portfolio is one of the best methods for proving you have the skills needed for jobs. Viewers will learn how to design and arrange a portfolio that will get them hired. It suggests what to include in a portfolio to showcase skills, talents, and abilities.

## VOCABULARY

1. chronological
2. combination
3. cover letter
4. functional
5. portfolio
6. resume


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## AFTER SHOWING

### Applications and Activities

1. Create a portfolio that shows off your best work. Begin your portfolio by collecting as many pieces of information that you have or can create that show what you can do. This is your proof for prospective employers that you have certain skills. Here are examples of items to place in the portfolio (copies are appropriate):
   a. Degrees, licenses, certifications, transcripts
   b. Company or community newsletter/flier/brochure that you designed or created
   c. Newspaper clippings about you or your work
   d. Certificate of attendance at workshops or continuing education classes
   e. Military logs
   f. Surveys, questionnaires, checklists, assessment forms that you constructed
   g. Written documents; reports, proposals, grant requests, articles, stories, schedules, budget proposals, negotiated contracts (confidentiality is a factor here); laboratory procedures; lesson plans
   h. Memos/letters from supervisors with positive comments about your work
   i. Job or academic evaluations by supervisors, peers, teachers, or others
   j. Evidence of volunteer activities, service on committees
   k. Thank you notes/support letters from customers/clients/patients/parents
   l. Products you developed
   m. Audio or videotape of presentations, teaching, chairing meetings, speeches, demonstrations
   n. Photos of completed work, operating machinery or equipment, accomplishments
   o. Samples/drawings/plans of specific jobs/job descriptions
   p. Examples of work created on computers/desktop publishing
   q. Lists of specific work experiences with details of accomplishments
   r. Journal documenting accomplishments, activities, events
   s. Resume
2. Viewers should work in teams to design different resumes according to the formats. Each team should be assigned a specific format.
   a. Chronological includes a Career Objective, Work Experience, Education, and References (optional). Note: References are often handled with a single statement: "Available upon request." Then they may be carefully chosen based upon the types of positions for which the applicant is applying.
   b. Functional includes Career Objective, Work Accomplishments, School Accomplishments, Personal Information, and Special Skills.
   c. Combination resumes include Career Objective, Experience, Education and Training
   d. Electronic resumes are designed to be sent over the Internet. They include key words specific to the profession or career field for which they are sent. The recipient looks for the key words to determine whether or not to read the resumes for job offerings. Note: Persons writing resumes should omit specific personal information that could keep you from getting a job.
3. Select a resume format and write your resume. The resume should be:
   a. typed
   b. one page
   c. clean and neat

d. 8½" x 11" paper
e. error-free
f. easy to locate mailing address and a telephone number

4. Write a cover letter to accompany your resume. Include the following parts of information:
   a. Introduction–why you are writing, the position you are applying for, say something good about the company
   b. Specific education or qualifications you have for this job
   c. Experience–special skills, what you can do for the company
   d. Conclusion–ask for an interview and consideration for the position

## RELATED RESOURCES

### Captioned Media Program

- Connect on the Net: Finding a Job on the Internet #7917
- Foolproof Ways to Find a Job: Sharpening Job Hunting Techniques #9185
- The Interview: Getting Your Foot in the Door (Part 1): The Interview Starts in the Front Office #9179
- Resume Ready #7863

### World Wide Web

The following Web sites complement the contents of this guide; they were selected by professionals who have experience in teaching deaf and hard of hearing students. Every effort was made to select accurate, educationally relevant, and "kid safe" sites. However, teachers should preview them before use. The U.S. Department of Education, the National Association of the Deaf, and the Captioned Media Program do not endorse the sites and are not responsible for their content.

- **CAREER CENTER**

http://www.collegeview.com/career/res_covers/

Get a clue about writing your resume. Learn what skills are important to list and some pointers to help your resume stand out from the pack. View various resume formats. Get the lowdown on writing an electronic, 21st-century resume then post it on the Web.

- **JOBWEB**

http://www.jobweb.com/resources/library/interviews_resumes/

Build the resume employers want! Provides resume-writing tips, related articles, and other pertinent information.

- **MONSTER CAREER CENTER**

http://resume.monster.com/

In the Resume Center, one can select preferred industry to view resume samples that are specific to that particular field, take a Resume Quiz to see how ready your resume is for the job market, and provides additional resources on elements to a good resume.