

Resume 101 Activity



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Information and Directions:

You have graduated with your degree and are now job hunting for that dream job. It is a competitive job market. You must create a marketable, professional, direct resume highlighting your education, job experience, and other qualities about yourself to land the job.

1. **Research the job of your choice. Print the job description** for the position you would like to apply for.
2. **Type a 1 page cover letter.** Explain your desire to acquire that position and detailing why you are suitable to work for that company. Introduce yourself, explain your interest in the job, and list your skills and educational qualifications, etc. Be professional with the format/layout of your letter. **Print this letter.**
3. **Type a 1 page resume.** Include the following: objective, education earned, job experience, computer skills, awards and certifications, etc. Be specific when writing your objective. The objective should tie in to the job you are applying for. Also, be professional with the format/layout of your letter. **Print this letter.**
4. **Type a 1 - 2 paragraph "Thank You" email.** A follow-up email is a professional way to thank a company for considering you for the positions and/or for calling you in for an interview. Be professional with the format/layout of your email. **Print this email.**
5. **Submit all of the above paperwork** to the KEY Center for credit. (All letters can be printed and submitted in person *OR* you can email your paperwork to Key@VictoriaCollege.edu).

Extra Info:

Resources / Tools you can use to construct your resume include:

- Information under "Printable Resources" on the [VC Career Services page](#)
- Google resume, cover letter, and thank you letter templates
- Microsoft Word resume templates
- Professors
- Tutors