

STEP 2: Resume & Application

RESUMES

A resume is a professional marketing flier with the purpose of getting an employer to contact you. The resume provides an opportunity for you to demonstrate how your skills and abilities make you the best candidate for the position.

EMPLOYMENT APPLICATIONS

At some point in the job search process you will fill out an employment application. Like a resume, the application can be used as a screening device so it is important that your job duties are customized and that it is complete, neat, and accurate.

For more information: myplan.novaworks.org

My tasks:

CAREER ADVISING

Four ways to get your questions answered:

Career Advising

One-on-one meeting with a Career Advisor. To make an appointment complete our online form: link.novaworks.org/appt

Ask the Career Advisor

Daily group session. See workshop calendar.

Advice Line

Can't get to the NOVA Job Center? Complete our online form: link.novaworks.org/adviceline

Job Search Lab

Time to move forward on your job search! A Career Advisor will be available.

Resume & Application

- Create resume
- Learn to customize
- Master job application
- References list

WORKSHOPS

Resume Facts

Learn the answers to the most common questions including: what do I include, do I need to customize, what are the best ways to organize information, is a cover letter necessary?

Resume Critique

Have a Career Advisor review your resume and provide information, ideas, and assistance to make your resume most effective. This service is offered during career advising appointments.

Customize Your Resume

An opportunity to work independently on your resume and customize it to a specific job posting. A facilitator is available to provide assistance. Please bring a copy of the job description and a hard copy or electronic version of your resume.

Pre-requisite: Resume Facts workshop.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

LinkedIn Lab

Dedicated time to apply what you learned in "Developing Your LinkedIn Profile" to develop a more effective LinkedIn profile. Please bring an electronic version of your resume and a job description.

Developing Your LinkedIn Profile, an established LinkedIn profile, and knowing your LinkedIn password are required to attend this workshop. Late arrivals will not be accommodated.

Job Applications

Learn how to not screen yourself out. Discover how to successfully address legal issues and sticky questions.

Resume & Application Activities

Here are some activities to assist you in moving forward with your resume and application.

Information and resources are available on myplan.novaworks.org

Resume



- Review job description and create a t-chart
- Write a summary statement
- Create PSRs related to job skills
- Choose format (chronological, functional, combination)

Cover Letters



- Research person to send the resume and cover letter to
- Draft a tailored cover letter

Applications



- Confirm dates of employment, job title, and reason for leaving
- Complete a master application
- Compile a list of references
- Script message to references (phone, email, LinkedIn)

Next Steps:
