

RESUMÉ & APPLICATION

For more information:
www.jobplan.novaworks.org

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

Action Items:

WORKSHOPS

RESUMÉ & APPLICATION

Parts of a Resumé

Learn the key information to include on your resumé, how to lay out the information to tell your story, and what to include in a cover letter.

How to Customize a Resumé

A generic resumé rarely generates interest. Learn how to customize a resumé to catch the attention of the employer and get the phone to ring.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn, including how to set up an effective profile and manage your account settings.

Video Introductions

Make a strong first impression by recording a video introduction that captures your skills, strengths, and personality. Post on your LinkedIn page or social media accounts, add to your e-mail

CAREER NAVIGATION

Working in a Virtual World

This workshop will explore how to effectively interview and prepare for a job in the virtual world.

Contracting 101

This workshop will highlight how the job market has shifted toward increased contract work.

Communication Essentials

This two-day workshop series features skill development in communication, facilitation, and collaboration.

CAREER ADVISING

Two ways to get your questions answered:

Career Advising

NOVA career advisors are available to speak with you to discuss your job-search needs by phone or by Zoom. To make an appointment complete our online form: link.novaworks.org/appt

Advice Line

Do you have a quick question for a career advisor that can be answered over the phone? Complete our online form to request a call back: link.novaworks.org/adviceline

Resumé & Application Activities

Here are some activities to assist you in moving forward with defining your focus.

Information & resources at:
myplan.novaworks.org

Resumé



- 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 resumé 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:
