

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## RESUMES, COVER LAETTERS, AND PORTFOLIOS TOOLS TO LAND THE JOB

### DEFINITIONS:

**RESUME-** A resume is a brief description of your *education, training, work experience, and accomplishments*. It should give a good “picture” of YOU

**CHRONOLOGICAL-** Traditional resume format. Used by persons with an uninterrupted work history and who continue to show added responsibilities. It provides a *reverse* chronological list of work experience. Also includes any accomplishments.

**FUNCTIONAL-** A resume for people *with gaps in employment*, such as periods of unemployment, someone re-entering the workforce after a long absence, or person seeking a career change. It focuses on skills and accomplishments rather than on dates and times spent on the job. Persons with gaps in employment may add a section on “WORK EXPERIENCE” and drop the section on “PERSONAL” information.

**COMBINATION-** This resume is a combination of the functional and chronological. Individuals may customize their resumes by using sections from each type to best show their experience, skills, and abilities.

**COVER LETTER-** A cover letter is a business letter sent along with your resume to a potential employer. It captures that reader’s attention by telling *why you are writing, why hiring YOU will benefit the company*. Use it to *ask for an interview*. It should *always be typed*, never hand written, and on the same style paper as the resume. Envelopes should match.

**PORTFOLIO-** A portfolio is a *collection* of your personal and professional work that illustrates your skills, qualities, and talents.

### Activity 1: WRITING RESUMES

Viewers should work in teams to design different resumes according to the formats. Each team should be assigned a specific format.

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.

FUNCTIONAL includes Career Objective, Work Accomplishments, School Accomplishments, Personal Information, and Special Skills.

COMBINATION resumes include Career Objective, Experience, Education, and Training.

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.

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## Activity 2: WRITING YOUR RESUME

Select a resume format and write your resume.  
The resume should be:

- typed
- one page
- clean and neat
- 8 ½" x 11" paper
- NO errors
- include mailing address and a telephone number

## Activity 3: MY COVER LETTER

Write a cover letter to accompany your resume. Include the following parts of information.

**INTRODUCTION**- why you are writing, the position applying for, say something good about the company

**SPECIFIC EDUCATION OR QUALIFICATIONS** you have for this job

**EXPERIENCE**- special skills, what YOU can do for the company

**CONCLUSION**- ask for an interview and consideration for the position

**NOTE:** It may be helpful to visit the library and read samples of cover letters to assist with this activity.

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## USE PORTFOLIO TO SHOWCASE SKILLS AND TALENTS

Your skills and talents may be showcased for a prospective employer by using a PORTFOLIO. A portfolio is a collection of your personal and professional work that illustrates (proves) your skills, qualities, and talents. In the past, portfolios were thought to be only for models, artists, photographers, and others who had something definite to display or “show” in order to get work. However, the trend is that anyone can showcase their talents and skills in a portfolio. The idea is to show samples and examples to prove these skills.

### Activity 4: PORTFOLIO SHOWCASE

**Directions:** 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.)

- \* Degrees, licenses, certifications, transcripts
- \* Company or community newsletter/flier/brochure that you designed or created
- \* Newspaper clippings about you or your work
- \* Certificate of attendance at workshops or continuing education classes
- \* Military logs
- \* Surveys, Questionnaires, checklists, assessment forms that you constructed
- \* Written documents: reports, proposals, grant requests, articles, stories, schedules, budget proposals, negotiated contracts (confidentiality is a factor here), laboratory procedures, lesson plans
- \* Memos/letters from supervisors with positive comments about your work
- \* Job or academic evaluations by supervisors, peers, teachers, or others
- \* Evidence of volunteer activities, service on committees
- \* Thank you notes/support letters from customers/clients/patients/parents
- \* Products you developed
- \* Audio or videotape of presentations, teaching, chairing meetings, speeches, demonstrations
- \* Photos of completed work, operating machinery or equipment, accomplishments
- \* Samples/drawings/plans of specific jobs/job descriptions
- \* Examples of work created on computers/desktop publishing
- \* Lists of specific work experiences with details of accomplishments
- \* Journal documenting accomplishments, activities, events
- \* Resume

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