Resume Instruction Outline

1) Go over the basics of the resume   10 minutes
   a) What is it?
   b) Why write it?
   c) What makes an effective resume?
   d) Formats
   e) Sections
2) Review the resume samples   15 minutes
   a) Chronological
   b) Functional
3) Review the Resume Makeover   20 minutes
   a) Show each student the first page, the resume
      which is bad
   b) What would they change and why?
4) Resume Tips   10 minutes
   a) Ask students to discuss other tips
5) Cover Letters   10 minutes
6) Visit the resume template web site   10 minutes
   a) Have users download resume template
      that are appropriate
7) Give students time to play with their resume   45 minutes