RESUMÉ & APPLICATION

For more information:
myplan.novaworks.org

> • Create resumé
> • Learn to customize
> • Master job application
> • References list

Action Items:

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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 sills, 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

Get your job-search questions answered:

Career Advising

NOVA career advisors are available to speak with you to discuss your job-search needs by phone or by Zoom. Contact our front desk to make an appointment: **408-730-7232.**

novaWORKS
JOB CENTER

Resumé & Application Activities

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

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:

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