Writing an Attention Getting Resume and Cover Letter Workshop   Job Zone d'Emploi, Cornwall

Brief description of workshop:

Your resume is a picture of who you are, but it is a selective picture. The cover letter provides an opportunity for you to personalize your job application and tie your qualifications to the specific needs of the job. This workshop will provide you with guidelines, tips and important information to create a professional resume that gets results!

Task Group	Highest level required in workshop	Comments
Competency A: Find and Use Information		
A1 : Read continuous text	A1.3 - Read longer texts to connect, evaluate and integrate ideas and information • Integrates several pieces of information from texts • Skims to get the gist of longer texts • Uses organizational features, such as headings, to locate information • Obtains information from detailed reading	
A2: Interpret documents	A2.3 - Interpret somewhat complex documents to connect, evaluate and integrate information • Integrates several pieces of information from documents • Compares or contrasts information between two or more documents • Uses layout to locate information • Identifies the purpose and relevance of documents	
Competency B: Communicate Ideas and Information		
B1: Interact with others	B1.2 - Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions • Demonstrates some ability to use tone appropriately • Uses strategies to maintain communication, such as encouraging responses from others and asking questions • Speaks or signs clearly in a focused and organized way	

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	• Rephrases to confirm or increase understanding • Uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)	
B2: Write continuous text	B2.1 - Write brief texts to convey simple ideas and factual information • Writes simple texts to request, remind or inform • Conveys simple ideas and factual information	Some participants chose to take personal notes during the workshop
B3: Complete and create documents	B3.3a - Decide what, where, and how to enter information in somewhat complex documents • Draws from multiple sources as required • Uses layout to determine where to make entries • Makes inferences to decide what, where, and how to enter information B3.3b - Create more complex documents to sort, display and organize information • Sorts entries into categories and subcategories • Displays many categories of information • Organizes information in a variety of ways	
Competency C: Understand and Use Numbers		
C2: Manage Time	C2.1 - Measure time and make simple comparisons and calculations • Understands chronological order • Understands and uses common date formats • Identifies and performs required operation • Represents dates and times using standard conventions	
Competency D: Use Digital Technology N/A		
Competency E: Manage Learning		
	E.2 - Set realistic short- and long-term goals, use a limited number of learning strategies, and monitor own learning The Learner: • Is willing to work independently • Takes initiative	

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	• Manages time	
**Competency F: Engage with Others**	
	Collaboration: the learner: • Understand one's role; seeks clarification as required • Recognizes roles of others • Acknowledges/identifies responsibilities • Accepts one's share of responsibilities • Acknowledges and accepts others' perspectives • Adapts behaviour to the demands of the situation • Shows an awareness of group dynamics • Meets group expectations (e.g. is prepared to participate, meets deadlines) • Demonstrates tolerance and flexibility • Demonstrates a willingness to help others • Makes contributions that take into account one's strengths and limitations **Conflict Resolution: the learner:** • Recognizes areas of agreement and disagreement • Identifies options for resolving disagreements • Contributes to finding a mutually agreeable resolution • Takes actions to resolve the conflict	
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