

Cover Letter and Resume Assignment 4

Peer Review Activity

UConn Math 2794W

Week 8

Resume

Cover letter

Discuss the purpose of the cover letter and the resume/CV

Discuss what makes a good resume

Self-Reflection (30 seconds each):

1. What makes you unique, as a candidate? How are you representing that in your resume?
2. Why did you order the sections of your resume the way that you did? Did you include all of the sections that other people did? If not, why not?
3. In each section, have you highlighted (by bolding or emphasizing in some other way) the most important part of the information provided?
4. Have you defined (even in a small way) what each experience or accomplishment means? What is your role in those positions?

- ▶ Partner up with someone from your group.
- ▶ Write just *your* full name on the blank sheet, not your partner's. You will submit this sheet (for credit) at the end of class.
- ▶ Trade your job description printouts. After your partner finishes reading, take turns explaining verbally the position and qualifications described in your job advertisement.

Trade your resumes. We will now go through the process that most reviewers go through when reviewing resumes.

a. (30 seconds)

Pretend you have 100 resumes on your desk and have to find the best ten in thirty minutes. Skim your partner's resume for about 10 seconds, then write down the words and phrases that pop out at you.

b. (1 minute)

Based on the resume, what kind of jobs does it seem like this person would be applying for?

c. (2 minutes)

Read the resume more carefully. What do you think is the most impressive credential on the resume?

Are there pieces of information or areas on the CV that need more information?

d. (30 seconds)

Write down your expected (four digit) year of college graduation and multiply it with the number 11.

f. (30 seconds)

Look away from the resume.
What can you remember about
this candidate?

Discuss your feedback with
your partner

With your full group,
brainstorm together what
makes an excellent cover letter.

Self-Reflection (30 seconds each):

1. Read the first paragraph only. Think about what they want in a candidate. What are the three things that make you the best candidate?
2. Have you clearly conveyed your experiences and qualifications in a way that is relevant with the job? Have you used at least 5 keywords/phrases from the job description?
3. Did you accidentally repeat yourself? Is there any part of your cover letter that you can cut out?
4. Read the last paragraph. Does it convey your excitement for the position you are applying for?

Find a new person to trade cover letters with. We will now go through the (timed) process that most reviewers go through when looking at cover letters.

(30 seconds) Read the first paragraph. Is there something that makes this candidate stand out (compared to the other 50 you just read)? What do you expect to read about for the rest of the letter?

(2 minute) Assume you're exhausted and distracted. Would this letter make clear the connection between the candidate and the job?

(1 minute) Do you feel you have a clear understanding of their qualifications? Are there details that were unnecessary?

(30 seconds) Have you eaten dinner? If so, what did you eat? Otherwise, what do you plan to have? Is it healthy?

(1 second) Hide the the cover letter from view. If you were to hire this candidate, and could create the position that would suit them best, what kind of job would you create for them?

Discuss your feedback with
each other.