

Peer Led Resume Critique & Mock Interview

Prepare for Internships and Interviews NOW!

Who: All MESA, SPSD, and NSF students
Where: City College Room L113
When: Friday, September 17, 2010 1-3pm
Bring: Resume and Cover Letter

To Prepare for this Workshop You Should...

- View “Career Development” resume and cover letter resources on the MESA Alliance website <http://alliance.sdccmesa.com/students/career-development>
- Create a Cover Letter
- Create a Resume

Resume Organization

- Name, email, cell phone, address
- Education (include major, GPA if above 3.0), Trainings, Certificate Programs
- Relevant Classes, equipment knowledge, special skills, languages
- Employment (in order of relevance)
- Leadership Roles, Student & Professional Organizations, Volunteer Activities, Awards, accomplishments (in order of relevance)

Cover Letter Paragraph Organization

- Include name, email, cell phone, address, salutation and signature
- Paragraph 1: Introduction of self, purpose of letter, and position information
 - Paragraph 2: Describe what you have to offer, including skills, experience, why you are a good match. Elaborate on resume, do not rehash it
 - Paragraph 3: Thank the employer for considering you