**Handouts Needed (In Order of Appearance):**

* “Sample Student Resume”
* “Professional Written Correspondence Template”
* “Cover Letter Template & Tutorial”

**Lesson Plan:**

* Resume revisions/LinkedIn
  + Types of resumes
    - No experience
      * Professional Summary, Education/Related Courses/Related Projects, Skills, Awards & …
    - A little bit of experience, with little or no relevancy
      * Professional Summary, Education/Related Courses/Related Projects, Skills, Other Experience, Awards & …
    - A little bit of relevant experience
      * Professional Summary, Education/Related Courses/Related Projects, Related Experience, Skills, Other Experience, Awards & …
    - A ton of experience, with little or no relevancy
      * Professional Summary, Education/Related Courses/Related Projects, Skills, Other Experience, Awards & …
    - A ton of relevant experience
      * Professional Summary, Relevant Experience, Skills, Education, Awards & …
  + Types of transitioning
    - New industry
    - Next step up the ladder
  + Professional Summary
    - Becoming a translator/\*ONET
    - Lay out the mission, and include relevant skills
  + Other Content
    - Connect everything to industry language
    - Bullet points: Verb, action, results (quantify when possible)
* Business cards
  + Simple is better
    - <https://blog.hubspot.com/insiders/how-to-make-an-effective-business-card>
    - <https://www.thebalancesmb.com/effective-business-card-2951735>
  + [share login information to business card development platform]
  + Please choose modest options (default prints, 100 count, etc.) – otherwise, we will need to adjust the purchase
* Professional writing
  + Sample email
* Thank you letters
  + Gracious, welcoming, and pushing forward
* Cover letters
  + Template [do not spend time discussing this; just offer assistance if students are developing one]
* Deadlines
  + All business card drafts due by second workshop
  + All resumes finalized by second workshop