

Session #3

Let's talk about the sample resumes and job application letter in the light of the guidelines provided by the Mayfield Handbook.

Basic criteria for a effective resume?

Resumes: Length?

Detail?

Layout?

responsibilities in detail—

pros and cons?

work and home addresses and

phone numbers—pros and cons?

Basic criteria for an effective letter? How do its functions differ from those of a resume?

Exchange letters and resumes with person to your right.

On a separate sheet of paper write down suggestions and questions.

Write on another sheet ideas about your own resume that come to mind as a result of reading this one.

Repeat with person to your left.

Group discussion:

What would you add to criteria for resume? For cover letter?