



Mentorship Program Activity #4 - Resume and Cover Letter Building

Overview

Whether you're searching for a new job or applying for graduate school, you'll need a professional resume that details your knowledge, skills, strengths and abilities.

While there are many different ways to write a resume, there are some key components to include such as: 1) Contact Information 2) Objective 3) Strengths or Skills, 4) Education, 5) Awards, 6) Work and Volunteer Experience, 7) Interests and 8) References.

To maximize your learning with this assignment, we recommend exploring and accessing a variety of different avenues available to you, including the Centre for Student Involvement and Careers, meeting with your mentor and conducting independent research online.

Objective

Upon completing this activity, students will be able to create or revitalize a professional resume reflecting their skills, experience and background that aligns with their field of interest.

Career Preparation Learning Outcomes

By the end of this activity, mentees will be able to:

- Identify the steps necessary for building a formally written resume
- Analyze career objectives and personal profiles
- Distinguish between job-specific skills and transferable skills
- Identify the components of a well-structured resume
- Explain what is necessary to be placed in a cover letter

Due Date

Email your resume and cover letter to Elise Le Brun, Kinesiology Mentorship Program Coordinator by: **11:59pm, Monday, April 2, 2018.**

Email: kin.studentdevelopment@ubc.ca - Subject Heading: Mentee Activity 4 [insert your name]

Tips

1. Review the [Centre for Student Involvement and Careers website on Resumes](#)
2. Read through the Centre for Student Involvement and Careers handout "Resume and Cover Letters"
3. Brainstorm some of your skills, abilities and accomplishments as it relates to your career field of interest
4. Visit the CSI&C for a [Drop-in 30-minute Career Coaching session](#)
5. Consult with your Mentor to seek their perspective of what is 'good field-specific content'