

Tips:

Participants should bring to these group meetings any of the lists and writings they may have done as part of the self-assessment process. If your group has not covered self-assessment, you may need to do so before starting with resume writing.

As facilitator, you should come prepared with information about where people can go to access computers or word-processors, buy paper, etc. so that they can create nice looking resumes.

Have a few sample resumes and cover letters on hand. You might want to have some examples both of good and not-so-good resumes and cover letters for comparison.

If the group is too big to work on each person's resume, participants could work in pairs, or you could select one participant's resume to do as a group and then allow time for each person to work in their own resume individually.

Outcomes:

When you are finished covering Brochure 7, participants should:

- a) be able to compose a resume.
- b) be able to generate a cover letter.
- c) be able to complete a job application.
- d) be aware of strategies for handling uncomfortable or illegal questions on job applications.