ENGLISH 114

**CAREER ENGAGEMENT MODULE**

Fall 2013

**Learning Objectives:**

1. Students will develop knowledge of career development resources through searching the Career Center website, use of textbook and through classroom instruction to be able to identify Knowledge, Skills and Abilities as they apply to transferrable skills needed to create a resume and cover letter.
2. Students will be able to identify and explain the differences between 3 basic resume styles and determine which style or styles would be best to personally use/develop based on their career goals.
3. Students will explore and be able to navigate the Career Center website to complete a fact finding activity.
4. Students will develop resume critiquing skills in order to complete a resume critique activity to identify common resume errors.

**Activities:**

1. **Career Center website navigation assignment (Fact finding activity)**
2. **Resume styles assignment (Compare and Contrast activity)**
3. **Resume abstract assignment (Transferrable skills assessment)**
4. **Relationship between Cover letters and resumes activity (Triangle of Relevance)**
5. **Resume Critique assignment (Identifying common resume errors)**
6. **Culminating activity assessment (Choose to create a resume and cover letter OR take the module test)**

**Career Center Resources for Resume Writing and Cover Letters Fact Find**

**Instructions:**

Visit the Career Center webpage at [www.coastalcarolina.edu](http://www.coastalcarolina.edu) by following the link at the bottom of the page. The purpose of this activity is to help familiarize yourself with the abundant resources that Coastal offers students to help with developing a career pathway and to help graduates prepare for employment in an increasingly competitive job market. The fact finding questions below are arranged by sections contained within the website. Simply following links provided to the sections and explore the information to obtain answers demonstrating your understanding of the resources and services offered. If you have difficulty finding an answer, re-read the information in that section or explore additional links within the section to help clarify. If you still need assistance, contact the Career Center for assistance using the phone and/or email contact information on our website.

**GENERAL WEBSITE INFORMATION**

1. What are the hours of the Center?
2. List our email address
3. What is our main phone number?
4. Where are we located on campus?
5. List 5 resources available to students through the Career Center
6. Where can you find Quick Guides for Career Development?

**JOB SEEKER TOOLS**

1. What 2 methods are available for resume critiques?
2. Why is it necessary for more than 1 person to review your resume or cover letter?
3. Where can you find Quick Guides specifically related to writing resumes and cover letters?
4. What are the 3 basic types of resumes?
5. What is a CV?
6. Generally what is the maximum number of pages that a standard resume should not exceed?
7. Is having more than one resume recommended? Why?
8. What is the average interview return on 50 resume submissions?