

HUMDV 114 : Resume Writing

Credits 1

-2

Create general and/or targeted employment resumes, using functional and chronological formats. Includes information about effective resume presentation style and approaches to use for a particular employment objective.

Course Outcomes

Distinguish between Functional Skills and several other resume styles.

Write a Functional Skills resume.

Write a professional cover letter to accompany the resume.

Evaluate the critical components to an effective thank you letter.

Write a professional thank you letter as a follow-up to an interview.