

## Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios

### Course Outline

#### Course Developer(s)

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#### Course Format

Two weeks, 10 hours per week

#### Course Prerequisites

Current and/or past experience as a career and employment practitioner and/or in a related field.

#### Course Description

Career Management Professionals must be able to effectively guide clients through searching for and securing work opportunities. This includes developing and maintaining resumes, cover letters, and portfolios. With increasing competition from local and global markets, clients must have work search documents that stand out and get noticed. This course will take an in-depth look into the world of resumes, cover letters, and career portfolio, helping career professionals create documents that better support clients' work-search activities.

#### Course Objectives

##### General:

Participants will increase their knowledge of the expectations of employers and HR professionals who are reviewing work search documents and enhance their skills in writing and critiquing resumes and cover letters.

##### Learning Objectives:

Upon successful completion of this course, students will be able to:

- Teach clients to prepare targeted work search documents that get noticed
- Develop work search documents for clients
- Critique and provide effective feedback on client-created documents
- Assist clients to build their career portfolios
- Critique sample targeted resumes compared to ads: What works? What doesn't?

#### Required Texts / Supplies

Neault, R. (2012). *Time to prepare: Developing portfolios, resumes, and interview skills*. Aldergrove, BC: [Life Strategies](#).<sup>1</sup>

<sup>1</sup> We recommend purchasing Neault, R. (2012). *Career strategies for a lifetime of success* (3rd ed). Aldergrove, BC: [Life Strategies](#) (PDF or print) if you're completing a full certificate as it includes all "Time to" chapters.



Sheppard, B. C. & Mani, P. S. (Eds.) (2014). *Career development practice in Canada*. Toronto, ON: CERIC. (eBook or Print available from [CERIC](#)).<sup>2</sup>

## Additional Readings

Throughout the course, relevant readings will be posted on our website. Plan to spend a minimum of 2-3 hours per week on the readings.

## Course Completion Requirements

Students must achieve an overall grade of at least 80% to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

Participation	25%
Resume / Cover Letter Tip Sheet	20%
Resume Development	30%
Comprehensive Outline for Career Portfolio	25%

## Online Instruction Overview

This online course will be conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., students post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using online message/conferencing applications (e.g., Skype, GoToMeeting).

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students’ active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) enriches learning and is required for successful course completion.

## Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 20 hours.

Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

## Accommodation

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.

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<sup>2</sup> The Sheppard & Mani (2014) textbook is a required reading throughout the Career Management Professional Program. Students taking individual courses, therefore, may only refer to a chapter or two; however, this resource is a wonderful addition to your professional toolkit.