

Unlock Your Career Potential: Resume and Cover Letter Workshops

In collaboration with Warner's Career Services, Writing Support Services is pleased to offer two workshops on how to write resumes and cover letters.

Workshops will be accessible in-person or via Zoom. To join any workshop remotely, please follow this link <https://rochester.zoom.us/my/warnerwritingsupport>

Target Your Resume or CV to Get the Results You Want

Friday, Oct. 18, 4:15 p.m.-5:15 p.m., LeChase 481

Resumes and CVs are both marketing tools aimed at persuading decisionmakers to offer you an interview for the positions you apply to, but their structure, composition, and use are distinctly different. Each document should tell your story in a way that differentiates you so that you rise to the top of the applicant pool. In this workshop, will look at examples of both resumes and CVs and address questions about writing them. Time will be allocated to answering your requests for advice on works in progress.

Cover Letters Are *Not* about *You*: A Guide to Writing a Persuasive Argument to Get an Interview

Friday, Oct. 25, 4:15 p.m.-5:15 p.m., LeChase 481

Many job seekers don't know what to say in cover letters, so opt to repeat the information included on their resume or CV. Instead, the purpose of a cover letter is to make a persuasive argument for you to be selected for an interview for the position for which you're applying. Thus, filling in the blanks of a generic cover letter template is not likely to be persuasive. A persuasive argument in a cover letter grows out of the research you've conducted about the organization and the requirements of the position. It focuses on the audience rather than you, the applicant, and includes vivid, specific examples of your competencies for the job. A good cover letter illustrates the aspects of your background, values, and knowledge that align with the position and appeal to the organization. It closes by asking explicitly for an interview.

A personal consultation about your applications can be arranged with Harriette Royer in Career Services. <https://www.warner.rochester.edu/students/academics/writing-services>

For information about Writing Workshops, see:

<https://www.warner.rochester.edu/students/academics/writing-services>

All workshops are free and open to any member of the university community. Preregistration is not required but can help us with planning. For any accommodation needs, please contact Mary Judge at 585-275-1838 or email at mjudge@warner.rochester.edu. Workshops are recorded via Zoom; Please contact the WSS coordinator at warnerwritingsupport@warner.rochester.edu for access to the recording. Free, one-on-one writing consultations are offered throughout the fall semester. For information on how to schedule and prepare for an appointment go to: <https://www.warner.rochester.edu/students/academics/writing/>.