CRLP 73: EFFECTIVE RESUME WRITING

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	1
Hours:	1 lecture per week (12 total per quarter)
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Area 7: Lifelong Learning
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Create a cover letter using current guidelines for effective cover letter writing.
- Create a reverse chronological resume using current guidelines for effective resume writing.

Description

Development of successful resume writing skills including understanding of the hidden job market, types of resumes and tips that will create resumes that result in interviews.

Course Objectives

The student will be able to:

1. identify the types and purpose of different resume formats.
2. describe duties and responsibilities of past work and volunteer positions.
3. know and understand what makes a resume successful.
4. develop a list of networking contacts.
5. develop a job search plan.

Course Content

1. Types and purposes of resume formats
    a. Chronological, functional and hybrid formats
    b. Career portfolios
    c. Personal mission statements
    d. Scannable resume formats
    e. Curriculum vitae
2. Successful components of resume
    a. Clear objective
    b. Summary of skills and qualifications: keywords
    c. Chronological listing of work/volunteer history and accomplishments
    d. Educational history as well as current educational goals
3. Successful components of resume (continued)
    a. Other information, such as:
        i. Relevant coursework
        ii. Personal hobbies/interests
        iii. Volunteer activities
        iv. Awards and certificates
        v. Professional organizations or associations
4. Resume drafts
    a. Determine format, style, parallel construction of resumes
    b. Critique classmates' resumes
    c. Include changes from advice found on the internet or in books to improve next draft
    d. Use appropriate terminology to define accomplishments
    e. Have at least two people proofread resume
5. Final draft
    a. Develop final draft that is accurate, easily read and contains elements listed in "Successful components of resume," above
6. Networking
    a. List of at least five appropriate people to whom student can send resume
    b. List of local and national associations and organizations related to occupational area
    c. Online/offline sources of job announcements

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When taught on campus, no special facilities and/or equipment is needed.
2. When taught online via Canvas or other online platform: access to computer with internet and email access.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Completion of all assignments
Evidence of self-reflection and critical thinking in all homework
First draft of resume
Final resume

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Reviewing examples of cover letters, resumes, portfolios and other relevant resume artifacts
Review job announcements and create cover letters, resumes and resume artifacts to respond to job announcements
Create components of resumes and share those components with others in the class for review and critique - monitored by the instructor

Representative Text(s) and Other Materials

No text is required. The lesson modules provide comprehensive information on cover letter and resume preparation. In addition, links to

job and sites are constantly updated for additional reading and support. Texts are recommended for those interested.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

The course consists of lesson modules ranging from 1-15 pages to include the following topics: why use resumes, job hunting, cover letters, blunders on resumes, action words, top of the resume, work history, education, other elements to add to resumes, and types of resumes.

Discipline(s)

Counseling