

NCLA 407B: WRITING RESUMES & COVER LETTERS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Winter 2022
Units:	0
Hours:	60-360 hours laboratory total per quarter.
Advisory:	CRLP 7, 73 and 74.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course Basic Skills, 1 Level Below Transfer
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Description

This course provides students support and practice in drafting resumes and cover letters. Students will focus on how to choose grammatically correct language that concisely describes work experience in a resume; to use structure that is parallel; and to implement appropriate tone in cover letters or letters of interest for potential jobs.

Course Objectives

The student will be able to:

- Through one-on-one tutorials and group workshops by a qualified instructor, an instructional aide, and trained peer tutors as available, receive help on all aspects of the resume writing process from start to finish.
- Practice effective sentence mechanics.
- Apply knowledge obtained from individual counseling sessions to enhance the job or internship search process.

Course Content

A. Through one-on-one tutorials and group workshops by a qualified instructor, an instructional aide, and trained peer tutors as available, receive help on all aspects of the resume writing process from start to finish.

- Critical reading/review of the job description.
 - Assessment of the focus tied to job description.
 - Review of organizational options, for example, functional versus chronological.
 - Review sentence mechanics.
 - Review for format.
- B. Practice effective sentence mechanics.
- Apply parallel structure and proper mechanics in a resume or letter.
 - Use strong verbs and appropriate verb tense.
 - Use appropriate vocabulary for desired tone.
 - Edit for concision.
 - Proofread for precision.
- C. Apply knowledge obtained from individual counseling sessions to enhance the job or internship search process.

Lab Content

- Practice and explore multiple strategies for forming concise, clear work experience.
- Practice and explore multiple strategies for writing well-organized, grammatically correct letters.

Special Facilities and/or Equipment

Internet access and computers.

Method(s) of Evaluation

- Homework as assigned by parent course instructor.
- Additional exercises beyond those assigned by parent course instructor.

Method(s) of Instruction

- Work in groups
- Individualized instruction
- Work on computer

Representative Text(s) and Other Materials

Hart, Anne. [801 Action Verbs for Communicators: Position Yourself First with Action Verbs for Journalists, Speakers, Educators, Students, Resume-Writers, Editors & Travelers.](#) ASJA Press, 2004.

Cano, L. Xavier. [Resumes That Stand Out!: Tips for College Students and Recent Grads for Writing a Superior Resume and Securing an Interview.](#) Chester Publishing, 2014.

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

- Homework assignments: Topics are assigned by course instructor.
- Completion of assignments both online and hand-written/word documents.
- Additional course work:
 - Practice worksheets provided by instructor that showcase basic and more challenging usage and grammar applications.
 - Reading sample resumes and letters.

Discipline(s)

English and ESL