



Career Life Plan Workshop #5: Resumes & Cover Letter



Contacts

Career Transition Coaches:

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EECD:

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Career Life Plan Tasks

THINKING EVIDENCE OR ARTIFACT:

- Create a **goal** to show preparation for life beyond high school.
- Develop an **action plan** to work towards a career pathway.
- Develop a **financial plan** that considers life beyond high school.

EXPLORING EVIDENCE OR ARTIFACT:

- Complete the **five assessments** in myBlueprint. Assessments include Learning Styles, Personality, Interest Survey, Knowledge, and Motivation.
- Identify two or more career life **pathways of interest**.
- Identify post-secondary **pathways connected to a Career Life Plan**.

EXPERIENCING EVIDENCE OR ARTIFACT:

- ■ Develop **resume writing** skills.
- ■ Develop **cover letter** writing skills.
- Engage in an **interview** opportunity.
- Participate in an **authentic Career Connected Experiential Learning** opportunity.
- Engage in a **student-led conference** of the completed Career Life Plan.

Purpose

By the end of today's workshop, you will:

- Understand the importance of resume and cover letter writing for high school learners.
- Receive a list of tips for helping students create a resume and cover letter.
- Have a better understanding of the resume and cover letter features in myBlueprint (how/where to access them, how to support students in completing them, and next steps once students have completed them).

Key Features to Highlight - Resume

1. Opening statement/objective
2. Skills section
3. Leadership & school involvement
4. Volunteer experience
5. Work experience (if present)
6. Awards & recognition

Inspiring Hope - Resume

1. Show How Everyday Actions Translate into Resume Gold
2. Emphasize Customization & Progress
3. Remind Them Their Path Isn't Linear
4. Use Affirming Language

Key Features to Highlight – Cover Letter

1. Strong opening
2. Experience isn't just jobs
3. Instead of listing skills, show them in action
4. Why does this opportunity matter to you?

Inspiring Hope – Cover Letter

1. Reframing “I Have Nothing to Write”
2. Normalize Where They Are
3. Emphasize Progress, Not Perfection
4. Empower Their Voice

Resources

1. MyBlueprint (demo)
2. Tips for supporting students in building a resume and cover letter

The Work Room

Career and Employment Centre

Résumé Writing Workshop

Guides students through a structured overview of key components of an effective resume and offers time to begin developing their own.

1 or 2 hours

Cover Letter Writing Workshop

Introduces students to cover letter elements, tips to stand out, and provides time to begin drafting their own letter.

1 hour

Interview Skills Presentation

Equips students with strategies and tips to confidently answer a range of interview questions.

1 hour

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Workshop Schedule

Workshop 6: Interviews	Wednesday, February 18, 2025 3:30pm – 4:15pm	Join the meeting now Meeting ID: 246 870 803 464 3 Passcode: MS9Zk6o4
Workshop 7: Student led conference	Wednesday, March 18, 2025 3:30pm – 4:15pm	Join the meeting now Meeting ID: 225 518 008 767 8 Passcode: U3HR9fP9
Workshop 8: Check-ins	Wednesday, April 22, 2025 3:30pm – 4:15pm	Join the meeting now Meeting ID: 259 710 809 892 Passcode: EF6Pe7ku
Workshop 9: Supports / Planning for next year	Wednesday, May 13, 2025 3:30pm – 4:15pm	Join the meeting now Meeting ID: 226 729 432 886 0 Passcode: c8wv235X