



Business Finance Virtual Learning

**11th and 12th/ Lesson:
Creating a Resume and
Cover Letter Part 2**



Lesson: 5/07/2020

Students will be able to:

- **Further understand the importance of a cover-letter and resume**
- **Explore the several components needed in a resume and cover letter**

Question Starter:

If you wanted to tell someone about yourself and you only had one piece of paper to write it on, what are some key pieces of information you would want to include?

What is a Resume?

A resume is a written compilation of your education, work experience, credentials, and accomplishments. Most professional positions require applicants to submit a resume and cover letter as part of the application process.

Reference: [The Balance- How to Write an Effective Resume](#)

Complete sections 8,9,&10 by clicking
on the link:

[Creating a Resume and Cover letter](#)

Note: When working on section 10, you will skip
Part III Discussion.

Exit Ticket:

According to LinkedIn, what was the top "soft skill" that employers were looking for in 2018?

Answer on next slide

Answer: Creativity

Reference: [LinkedIn- The Most In-Demand Hard and Soft Skills of 2020](#)

The most in-demand soft skills

1. Creativity
2. Persuasion
3. Collaboration
4. Adaptability
5. Time Management