



**SEMINAR OUTLINE**

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| <b>COURSE NUMBER</b>       | <b>DPS 59042 1802</b>  |
| <b>COURSE NAME:</b>        | <b>Resumes &amp; Cover Letters That Get You the Interview!</b>                     |
| <b>INSTRUCTOR:</b>         | <b>Connie LoVasco Burch</b>  |
| <b>INSTRUCTOR CONTACT:</b> | <a href="mailto:connielovascoburch@hotmail.com">connielovascoburch@hotmail.com</a> |
| <b>DATES AND TIME:</b>     | <b>March 15, 2019</b><br><b>1 Fri, 9:00 a.m. – 5:00 p.m.</b>                       |
| <b>SEMINAR MATERIALS:</b>  | Materials to be distributed during the seminar.                                    |

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**SEMINAR DESCRIPTION:**

In an increasingly competitive job market, you need an impressive resume and cover letter to stand out from the competition and get your foot in the door. This seminar is designed to help students identify and describe character strengths and core competencies to help potential employers understand what you could offer them. Further, a formal review of the final resume and cover letter will follow the session through an individual email consultation with the instructor.

**LEARNING OUTCOMES:**

On completion of this seminar, participants will:

- Write an effective resume and cover letter that could be the opening to that important first job interview;
- Develop a personal profile and elevator speech to accurately reflect and describe character strengths and professional competencies;
- Highlight information to make a resume stand out and enhance readability;
- Tailor cover letters by showcasing individual skills and talents towards the actual job postings and organizational requirements.

**NEXUS:**

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication

**DISCLAIMER:**

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

**This workshop/seminar is graded on the basis of Pass – Fail. A minimum attendance of 75% is required to receive a Pass.**

**Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.**

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

**PARTICIPATION:**

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment.

**STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:**

Please refer to the [Student Handbook](#) on the UWinnipeg PACE website for academic regulation policy information.

These policies are intended to provide general academic information. **It is the students' responsibility to read the academic policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.** The PACE Handbook contains important information regarding academic disciplinary policies and processes, appeals, code of conduct, and graduation.

**UWINNIPEG RESPECTFUL LEARNING POLICY:**

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

**ACADEMIC ACCOMMODATIONS:**

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

| <b>Letter Graded</b> | <b>Percentage</b> | <b>GPA</b>  |  |
|----------------------|-------------------|-------------|--|
| <b>A+</b>            | <b>96-100</b>     | <b>4.50</b> | <b><u>Pass/Fail</u></b>                                      |
| <b>A</b>             | <b>91-95</b>      | <b>4.00</b> | <b>P      Pass</b>   |
| <b>A-</b>            | <b>83-90</b>      | <b>3.75</b> | <b>F      Fail</b>   |
| <b>B+</b>            | <b>75-82</b>      | <b>3.50</b> | <b><u>Non-Graded</u></b>                                     |
| <b>B</b>             | <b>70-74</b>      | <b>3.00</b> | <b>CP      Certificate of Participation (75% Attendance)</b> |
| <b>C+</b>            | <b>66-69</b>      | <b>2.50</b> | <b>NC      No Certificate of Participation</b>               |
| <b>C</b>             | <b>57-65</b>      | <b>2.00</b> | <b><u>Special Designations</u></b>                           |
| <b>D</b>             | <b>50-56</b>      | <b>1.00</b> | <b>I      Incomplete</b>                                     |
| <b>F</b>             | <b>&lt;50</b>     | <b>0.00</b> | <b>TC      Transfer Credit</b>                               |
|                      |                   |             | <b>S      Standing</b>                                       |

**DISCLAIMER:**

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.