
From: Alicia [REDACTED]
Sent: Friday, October 12, 2012 3:43 PM
To: Leslie Meyer
Subject: RE: Follow-up on our meeting...informational interview materials

Omg, you have not overwhelmed me, but given me direction! I can't thank you enough for all of your advice and tips. Ill start those first steps this weekend and get back with you early next week. Thank you thank you thank you! Have a super weekend!
Sent from my Verizon Wireless Phone

Leslie Meyer <meyerl@bgsu.edu> wrote:

>Hi Alicia,

>Thanks so much for sending the initial drafts of your resume and cover letter for John and I to review. After looking over things, I want you to know that after meeting with you for just a brief amount of time, you are SO much more than what these documents state. What I want you to do next may seem like a bit of a step back, but I assure you that it will allow you to produce a resume that says more about who you are, what you've accomplished, what you enjoy and value, what your job-related and transferrable skills are, and what you are passionate about. Resumes are intimidating and I recognize that they are not easy to construct. It is challenging to think back over our career and communicate how we made an impact.

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>As a next step, here is what I want to encourage you to do. Abandon any type of resume template or framework at this point. I want you to start with a clean slate and do what I refer to as a "simple" resume. The whole idea behind this activity is to not get caught up in how the "document" looks. The goal here is to write down as much as you can about your jobs, your education, your interests, your values, your accomplishments, your skills, etc. You can use simple headings and bullet points underneath each of the headings. After completing this activity, you will have a number of pieces of information to pull from to construct your actual "structured resume" that you want to distribute to employers. During this initial activity you want to consider how you are different from another person with your educational background and work experience. The goal is to write down as much as you can and get as specific as possible about "your story" and what you are most proud of. We want to convey to others who you are, what you are passionate about, what you've accomplished, etc. I almost hate to call it a resume because once I say the word, the tendency is that it has to be this perfect document that looks a certain way and says a certain thing. Below are some "headings" you can use to construct this very simple/basic resume. If you think of additional headings, be sure to add them. Also, I have attached resources that I refer to below that will help you with constructing some of the information. The second attachment (Ch. 3- Getting to Know Your Skills) is a quick inventory you can take to come up with your transferrable skills and personality traits. I hope I haven't completely overwhelmed you. Our goal is to tell your story in the most effective manner possible to a potential employer. And I think this is going to allow us to do just that. Don't hesitate to contact me if you have any questions or want to talk through any part of this. After you complete this information, I would suggest that we meet again or talk by phone to discuss

next steps of taking this information and putting it into an actual resume and cover letter that you will send potential employers.

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>Have a great weekend! And again, please let me know if you have questions.

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>Leslie

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>Sample Headings:

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> * Name, Address, Phone, E-mail

> * Jobs/Career Areas You Want to Explore:

> * Describe yourself (Who am I?- a teacher, a mother, a friend, a daughter, etc., etc., jot down things you enjoy about each of these roles and how they challenge you, What is there about you that would attract a potential employer?, describe your personality, what excites you, what are you passionate about, who do you enjoy working with)

> * Transferrable Skills That You Enjoy Using in Any Position, Those Skills That Seem to Come Naturally to You (See attached document pgs. 82 and 89-91 for sample list and Chapter 3.)

> * What are your strongest traits? (See attached document p. 96 for sample list of traits and Chapter 3.)

> * What types of people do you enjoy working with or serving?

> * Describe your ideal work environment and working conditions.

> * What types of work responsibilities do you enjoy?

> * Your goals and sense of mission and/or purpose for your life? Are there goals or a particular mission that you want the organization to have that you work for? If so, describe.

> * Education and Any Additional Training

> * Previous Experience (Organization, Business, School, job title, and specific description of what you did, things you are most proud of that you accomplished, emphasize skills you used in these jobs, describe some of your best accomplishments that you are most proud of)...See attached document pg. 123 that lists keywords to begin stating these accomplishments.

> * Volunteer Activities, Hobbies, Community Service, Professional Organizations

> * References

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>From: Alicia [REDACTED]

>Sent: Thursday, October 04, 2012 3:38 PM

>To: Leslie Meyer

>Subject: Re: Follow-up on our meeting...informational interview materials

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>Hi Leslie! Thank you so much for meeting with me last week. I

>appreciate everything that you said and suggested. It gave me a

>renewed energy. I'm attaching both cover letters and resumes for

>office clerical work and day care work as well. Any feed back that you

>have would be much appreciated. Thanks so much!

>Alicia Hahn

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>On 9/28/12, Leslie Meyer <meyerl@bgsu.edu> wrote:

>> Hi Alicia,

>> It was great meeting you this week and running into you again last night at
>> Bar North. :) Attached are templates to use if you decide to reach out to
>> companies that you may be interested in working for and/or learning more
>> about to conduct an informational interview. As we discussed this is a
>> great way to build your network and let people know more about you, your
>> personality, your interests, your skills, etc. In addition, it gives you an
>> opportunity to learn more about the company. Tweak these templates to make
>> them work for you. If I can be of any additional assistance, please let me
>> know. You have excellent transferrable skills!

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>> Also, John Clark will follow-up with you regarding a time for you to meet
>> with several of his contacts in Education. I gave him the times that you
>> are available.

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>> Thanks so much for meeting with us. Have a great weekend!

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>> Leslie Meyer

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