

**Mentorship**  
**Feedback on Resume and Cover Letter**  
**Lesson Plan**

<b><u>Objective:</u></b> Participants will be able to have final feedback from trainer on Resume and Cover Letter	
<b><u>Total Time:</u></b> 90 Minutes	
<b><u>Materials Required:</u></b> Students' resumes and cover letters, projector and screen	
<b><u>Instructor Note:</u></b> This session will give some time to the trainer to close the writing module under communication skills, focusing on Resume and Cover letter. Randomly review 5 resumes and 5 cover letters from this cohort of students and note down common mistakes and suggestions to make it better.	
<b><u>Opening Protocol:</u></b> <ul style="list-style-type: none"> <li>● Greet the participants</li> <li>● Take attendance</li> <li>● Ask participants to share with each other how they are feeling</li> <li>● Make everyone feel comfortable</li> </ul>	5 Minutes
<b><u>Activity 1: Review of sample resumes and cover letters</u></b> <ul style="list-style-type: none"> <li>● Show the 5 resumes you had randomly picked on projector and share your review in detail</li> <li>● Give 10 minutes to students to revisit their resumes and cover letters and make any final changes, if needed</li> </ul>	20 Minutes
<b><u>Activity 2: Group Mentorship</u></b> <ul style="list-style-type: none"> <li>● Ask each group to come to you one by one for mentorship</li> <li>● Spend 10 minutes with each group</li> </ul> <p>This is what the trainer can do in 10 minutes</p> <ul style="list-style-type: none"> <li>● First, ask students about their overall journey so far and how they are feeling with each other. Don't spend more than 2 minutes on this</li> <li>● Take one student's resume and cover letter and review that in detail and tell group members the changes it may need</li> <li>● Let them ask questions to be 100% sure about what's needed in a resume and cover letter</li> <li>● If you are left with some time, take one more resume from this group and review that too</li> <li>● Ask group members to use remaining class time or the time after session to make their resumes and cover letters 100% ready. If their resumes are final then they can get them printed</li> </ul>	60 Minutes

<p><b><u>Closing Protocol:</u></b></p> <ul style="list-style-type: none"><li>● Thank the participants for their time</li><li>● Ask students to share their final resumes and cover letters with you on your email within 2 days</li><li>● Tell students that they will bring the printed copy of their resumes on the day of mock interview(day 42)</li><li>● Announce the next time you will be visiting them</li><li>● Share the topic of the next session</li></ul>	5 Minutes
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