



## Career Readiness Resources

### **Bragging Rights Résumé Workshop Assessment**

Courtesy of Ohio University

### ***Bragging Rights Resume Workshop Assessment***

*The purpose of this survey is to guide the direction of future leadership workshops through an assessment of your learning outcomes and satisfaction. This survey will take approximately 2 minutes to complete. Your individual responses are confidential and will be combined with other responses in all reporting. Your identifiable information will be stored on a secure drive and will be destroyed after research results are analyzed. Your de-identified results may be used for the purpose of advancing research.*

*If you agree to the above survey description, please click the arrow below to continue.*

Continue to survey →

How much do you feel you learned from attending the workshop Bragging Rights? (Please choose one)

- Not at all
- A little
- Somewhat
- Very much
- Extremely

**Directions: The next two questions will require you to rate how much you know about resumes and cover letters.**

I know the elements required of a professional resume.

Not at all    A little    Somewhat    Very much    Extremely

I know the elements required of a professional cover letter.

Not at all    A little    Somewhat    Very much    Extremely

**Directions: The next few questions will require you to fill in short answers regarding your knowledge of resumes and cover letters.**

Name at least two types of skillsets featured on a resume.

- 1.
- 2.

Adaptive/Personality Skills, Job Duties/Responsibilities, Transferable Skills

Identify at least one way to customize content on my professional resume to a job posting:

Use Keywords From Job Description, Arrange Content By Relevancy, Put Most Relevant Content Closer To The Top Of The Resume, Seek Feedback From A Network Contact To Make Sure Content Is Appropriate, Re-Order Bullet Points To Highlight Most Relevant Elements Within An Experience, List Courses Relevant To Position, List Skills Relevant To Job Requirements

Name at least two elements of an effectively written cover letter.

- 1.
- 2.

Customized to Job Description, No Spelling/Grammar Errors, Addressed To The Position's Contact Person, Includes Keywords From Job Description, Highlights An Example Of Experience That Matches Job Needs, Does Not Restate Information From Resume, Indicates Why You Are Interested In Working For The Organization, States Why You Are A Good Candidate For The Position

Identify at least one approach to customizing cover letters to job descriptions:

Use Keywords From Job Description, Seek Feedback From A Network Contact To Make Sure Content Is Appropriate, Highlights An Example Of Experience That Matches Job Needs, Review Job Description For Keywords, Research On LinkedIn/Online About Employees' Skills/Values/Experience, Read The Company Website For More Information About Values And Accomplishments

Name at least two CLDC Leadership Skills

- 1.
- 2.

Self-Awareness, Interpersonal Development, Team Development, Problem Solving, Adaptability, Innovation

**Directions:** The following question will have a true or false answer based on your personal knowledge of resumes and cover letters.

All resume content is organized in chronological order.

True    False

False

Which of the following are action verbs you would use in a resume? (Check all that apply)

Managed

Team

Communicated

Leadership

Managed, Communicated

Do you plan to return for a CLDC workshop in the future? (Please choose one)

Skip pattern: If yes –

Why will you return? (Mark all that apply)

To complete the certificate

The workshop was a good experience

I'm interested in a specific topic of another workshop

Other: \_\_\_\_\_

Skip pattern: If no –

Why won't you plan to return? (Mark all that apply)

I already completed the certificate

The workshop was not a good experience

I don't have time

I don't think I will benefit enough

I don't know enough about other workshops

Other: \_\_\_\_\_

Please mark all reasons why you attended the Bragging Rights workshop.

My professor had us participate during class

For a class assignment

To complete the Professional Leadership Certificate

To learn more about resume and cover letter development

To attend with a friend

To meet more people at Ohio University

I was referred to attend by a Career and Leadership Development Center staff member

A student ambassador invited me

A student organization meeting

My RA invited me

Other

What did you find to be the most valuable aspect of this workshop?

What did you find to be the least valuable part of this workshop?