

# PARTNER PREPARATION GUIDE

## RESUME COACHING/REVIEW SESSIONS

### ABOUT THIS ACTIVITY

Resume coaching/review sessions allow students to get feedback from industry professionals as they prepare their resumes for mock interviews, internships, and/or job applications.

For many students, this is the first resume they have ever created so your guidance and feedback is very helpful and valuable.



### HOW THIS ACTIVITY IMPACTS STUDENTS

Through NAF's [Outcomes-Driven Work-Based Learning approach](#), students will be able to identify their careers of interest, map a plan to reach their goals, master [Future Ready Skills](#) they need to be successful, and make connections with partners like you who can help them navigate their path forward.

Resume coaching/review sessions typically impact students in the following ways:



**ASPIRATIONS**  
POSSIBLY



**SKILLS**  
HIGHLY LIKELY



**CONNECTIONS**  
LIKELY

### BEFORE THE ACTIVITY

#### Review NAF's resume preparation guide

- NAF developed a [Student Resume and Cover Letter Guide](#) that students often use to create their resume
- If students are creating their resume based on a sample job description, ask to review that sample
- If students are creating their resume based on an internship in your field, think about what education, experience, and skills they should highlight

#### Review assessment rubric (if provided)

- The educator or other person coordinating the event may share a document to use for feedback on student resumes

#### Confirm logistics

- Date/time/location
- Event format and number of students participating
- Whether you will receive resumes before the event or that day
- Parking instructions, check-in process

### DAY OF THE ACTIVITY

- A student, educator, or staff member will meet you at the front desk and escort you to the room.
- Share feedback with each student and ask questions to see whether there are any additional experiences they can highlight.
- Jot notes down about each student you interact with, the quality of their resume, and any skills you observed (communication, etc.). Use a rubric if provided.

### AFTER THE ACTIVITY

- Complete the WBL Skills Feedback Survey to assess each student's skills (you will receive a link or QR code)
- Reflect on your experience
- Consider additional ways you might want to be involved in the future

**THANK YOU FOR SUPPORTING NAF STUDENTS!**