**What mentors need to do:**

1. Work out a 3–5 week plan with your mentees to review these resources.
2. All mentees are to submit a copy of their CVs + Career Development Plan to you by **June 20, 2024**.
3. Named correctly, please upload CVs + Career Development Plan (Lastname\_CareerPlan.pdf) & (Lastname\_CV.pdf) to the designated drive folder.

# **Personal career plan resources:**

* Have students complete the “TUCOP\_Career Development Plan” & “Goal Audit Checklist” forms.

# **CV/Resume writing resources:**

* How to Write a Great Resume and Cover Letter:  
   <https://www.youtube.com/watch?v=PAthQKLhBTs>
* CV vs. Resume, what is the difference:

<https://www.youtube.com/watch?v=9MV9rtTowaI>

* CV review service – The American College of Clinical Pharmacy (ACCP):

<https://www.accp.com/stunet/cv.aspx>

# **Interview preparation videos:**

* How to Ace an interview:

<https://www.youtube.com/watch?v=DHDrj0_bMQ0>

* Top 10 Job Interview Questions & Answers:

<https://www.youtube.com/watch?v=Csl2ccBpo4g>

* Job Interview Good Example:

<https://www.youtube.com/watch?v=OVAMb6Kui6A&t=722s>

# **Letter of Intent resources:**

* How to write a Letter of Intent:

<https://www.linkedin.com/pulse/how-write-letter-intent-get-hired-by-linkedin-news/>

# **Email writing videos:**

* How to write an effective email:

<https://www.youtube.com/watch?v=fSHQ-oi3pDc>

* How to add an Email signature in Gmail:   
  <https://www.youtube.com/watch?v=X4k77veybI0>
* Email etiquette at work to build strong relationships:

<https://hbr.org/2021/08/how-to-write-better-emails-at-work>

# **Letter of Intent / personal essay writing resources:**

* How to write a Letter of Intent:

<https://www.linkedin.com/pulse/how-write-letter-intent-get-hired-by-linkedin-news/>