

# PHILIP VASSALLO, Ed.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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## Résumé and Job Application Writing

<b>Audience</b>	Corporate staff facing reassignment or downsizing, or university and professional academy graduates or junior corporate associates
<b>Duration</b>	One day
<b>Description</b>	This enjoyable program focuses on the comprehensive five-step job application process. It enables you to consider your interpersonal strengths and needs; review available employment research tools; create a clear, concise, complete, and correct résumé; compose a client-focused cover letter, prepare for a personal or phone interview; and develop a strong employer and interview tracking system.
<b>Scope</b>	<ul style="list-style-type: none"><li>• Evaluate interests, accomplishments, goals, and skills</li><li>• Review print and electronic employment resources</li><li>• Create employment application materials: résumé, cover letter, and website</li><li>• Prepare for and perform successfully at the employment interview</li><li>• Develop and maintain a reliable employment application tracking system</li></ul>
<b>Format</b>	This course can be delivered in a paper or computer-assisted format.
<b>Materials</b>	<ul style="list-style-type: none"><li>• <i>Résumé and Job Application Writing</i> course manual</li><li>• <i>The Art of On-the-Job Writing</i> by Philip Vassallo</li></ul>
<b>Enrollment</b>	Limited to 20 participants
<b>Consultant</b>	Philip Vassallo, Ed.D.
<b>Assessment</b>	Pre-course customized <i>4S Writing</i> assessments of participant-submitted samples (add one-half consulting day)