



Introduction to Digital Resumes and Cover Letters

Welcome to this worksheet on creating digital resumes and cover letters that incorporate gerunds to showcase skills and interests. In today's digital age, having a professional online presence is crucial for academic and professional success.

Activity 1: Reflecting on Skills and Interests

Take a few minutes to reflect on your skills and interests. What are your strengths and achievements? What do you enjoy doing in your free time? Write down at least five skills or interests that you think are relevant to your future academic or professional goals.

Understanding Gerunds and Their Importance

Gerunds are verbs ending in -ing that function as nouns. They are useful in resumes and cover letters for describing skills and experiences in a dynamic and engaging way.

Exercise 1: Identifying Gerunds

Read the following sentences and identify the gerunds:

1. I enjoy writing articles and blogging.
2. My experience includes managing a team and developing marketing strategies.
3. I am skilled in designing websites and creating digital content.

Creating a Digital Resume

A digital resume is a summary of your education, experience, and skills. It should be clear, concise, and tailored to the job or academic program you are applying for.

Activity 2: Creating a Digital Resume

Use a digital tool to create a draft of your resume. Include the following sections: summary, education, experience, and skills. Use gerunds to describe your skills and experiences.

Writing a Cover Letter

A cover letter is a letter that introduces yourself and explains why you are applying for a job or academic program. It should be tailored to the specific application and use gerunds to highlight your relevant skills and experiences.

Exercise 2: Writing a Cover Letter

Write a cover letter for a hypothetical job or academic program. Use gerunds to describe your skills and experiences.

Using Digital Tools and Resources

There are many digital tools and resources available to help you create effective digital resumes and cover letters. Use platforms like LinkedIn or Google Docs to create and share your application materials.

Activity 3: Exploring Digital Tools and Resources

Explore the following digital tools and resources:

1. Canva: A graphic design platform for creating visually appealing resumes and cover letters.
2. Google Docs: A cloud-based word processing tool for creating and editing digital documents.
3. LinkedIn: A professional networking platform for creating a digital portfolio and connecting with professionals in your industry.

Safety Considerations and Best Practices

When creating digital resumes and cover letters, it's essential to consider safety and best practices. Use secure and reputable digital tools, and be cautious when sharing personal information online.

Exercise 3: Safety Considerations

Read the following scenarios and identify the safety considerations:

1. Sharing your resume on a public website.
2. Using a public computer to create your digital resume.
3. Including your home address on your resume.

Activities and Exercises

Complete the following activities and exercises to practice your skills:

1. Create a digital resume using a template or design your own.
2. Write a cover letter for a hypothetical job or academic program.
3. Research and explore digital tools and resources for creating effective digital resumes and cover letters.

Conclusion and Next Steps

Congratulations on completing this worksheet! You now have the skills and knowledge to create effective digital resumes and cover letters that incorporate gerunds to showcase your skills and interests.

Glossary of Key Terms

* *Gerund*: A verb ending in -ing that functions as a noun.

* *Digital resume*: A summary of your education, experience, and skills in a digital format.

* *Cover letter*: A letter that introduces yourself and explains why you are applying for a job or academic program.

* *Digital tools*: Platforms or software used to create and edit digital documents.

Additional Resources

For more information and resources on creating digital resumes and cover letters, visit the following websites:

1. LinkedIn: A professional networking platform with resume-building guides and templates.
2. Google Docs: A cloud-based word processing tool with templates and tutorials.
3. Canva: A graphic design platform with resume and cover letter templates and design tips.



