

WIA "Launch to New Heights" Résumé/Cover Letter Review Program Program Overview

Program Goals and Objectives

The goal of the WIA resume/cover letter review program is to add value to the WIA membership by offering WIA members the opportunity to enhance and develop their careers along desired paths. The objective of this program is to support WIA members in seeking their next career opportunity by strengthening the message their résumé and cover letter send prospective employers. Experienced professionals will volunteer their expertise and insights to assist WIA members in achieving their career goals.

Program Structure

The program consists of different phases.

Phase I – Sign Up

- Reviewers and résumé writers can sign up to participate in the program via the WIA website.
 - Definition of “reviewer”: A reviewer is an experienced aerospace professional who has an interest in assisting other WIA members in achieving their professional goals.
 - Definition of “résumé writer”: A résumé writer is a professional who has interest in achieving her/his career goals and is looking for assistance in strengthening the message her/his résumé and cover letter send prospective employers.

Phase II - Matching

- WIA professional development committee matches reviewers and résumé writers.
- WIA professional development committee “introduces” reviewers and résumé writers by way of email.
- Reviewer and résumé writer have an introductory conversation and decide if they are a good match. They report their decision to the WIA professional development committee.

Phase III - Review

- Reviewer and résumé writer discuss whether the résumé/cover letter review is for a general or specific opportunity. If the review is for a general opportunity, résumé writer should convey career goals to reviewer. If the review is for a specific opportunity, résumé writer should provide job description or other pertinent information.
- Résumé writer provides résumé and/or cover letter to reviewer.

- Reviewer provides constructive feedback on appearance and content of document(s). This could include length, tone, clarity, etc.
- Reviewer should provide feedback in one week or other agreed upon timeframe with the résumé writer.
- WIA suggests the reviewer and résumé writer complete their work to improve the resume within six weeks of starting work together.

Phase IV - Evaluation

- After six weeks of beginning work together, both reviewer and résumé writer evaluate the program and forward this evaluation to the WIA professional development committee.