**Resume Workshop – AMA**

**Goal – Provide membership value and increase engagement in ASCE Collaborate.**

**Step by Step:**

* Create event page

<https://collaborate.asce.org/careerbydesign/events/event-description?CalendarEventKey=61614e2c-31bc-4596-a473-a0bca1d72310&CommunityKey=78ae5b12-b515-4f9b-803f-739cb4239b86&Home=%2fcareerbydesign%2fevents%2fevent-description>

* Announce workshop in the Ladder on Feb. 12. Members will be able to submit resumes via email.
* Submitted resumes are assigned and reviewed until the thread opens on March 11th. All submitted resumes will be reviewed by coaches and receive a response by March 11. Coaches will select the best “learning cases” and post their response on the thread with redacted contact information.
* March 11 – the thread is “opened”, and coaches are assigned resumes that have been posted on the thread. Coaches will receive one email at the end of the day with assigned resumes. They will be asked to review and respond on the thread by March 18th.
* The Ladder announces the thread is “open.”
* Thread is open for members to submit resumes from March 11-16th.
* This can be promoted in an email to graduating seniors, ENewsletter, social media, and SmartBrief during this week.
* March 18th the thread is closed.
* All participants receive an email thanking them for their participation and offering the first fifty responders free use of Career Connections resume tool. This email is sent after the thread is closed and all resumes have been reviewed.
* Content from the thread is repurposed.

**Repurposed Content:**

* Engineer’s Toolbox
* Resume writing tips infographic on social media

**Corresponding content published during March:**

* “Meet the Coaches” article in ASCE News – January 29
* Q&A on resume writing from HR Departments in ASCE News – March 1
* Career by Design cluster on resumes - March 15
* Member Voice “Promoting Volunteering Positions on Your Resume”– March 7
* Thread created to ask more specific resume writing questions – March 12

**Needs:**

* **Graphic for promotion**
* **Members to facilitate**