



PARTNERS of the AMERICAS
Connect • Serve • Change Lives



Career Connections
Seminars for U.S. Exchange Alumni

Seminar Cover Letter & Resume Reviewer Opportunity

Partners of the Americas (Partners) is seeking **Cover Letter & Resume Reviewers** for a two-day professional development seminar located in Austin, Texas for the fifth of the Career Connections: Seminars for U.S. Exchange Alumni. The seminars will engage U.S. alumni of U.S. Department of State programs by providing them an opportunity to leverage skills and experiences gained through their exchanges to prosper in a globalized world and marketplace. More information about the event can be found here: <http://partners.net/career-connections-seminars-us-exchange-alumni>

Cover Letter & Resume Reviewers will work closely with Partners' and State Department staff by providing assistance for the Cover Letter and Resume Review Lab at the seminar.

Session Duration: approximately 1.5 - 2 hours

Role: Reviewers would be assigned between 4 - 6 participants for a 15 to 20 minute review (per participant) of their Cover Letter and/or resume. Each participant will have the opportunity to rotate through the lab by working with two different reviewers for each of their one-on-one consultations. Participants will previously learned basic tips on resume writing and formatting during a breakout session. This means that all reviewers are encouraged to maximize their consultation time by addressing more specific questions participants have about how to further improve their cover letter and/or resume based on the career path they envision for themselves.

Benefits:

- Network with seasoned diplomats and explore pathways to careers with the U.S. government and other sectors
- Connect with exchange program alumni and expert speakers to grow your professional network

Required Availability, Skills and Experience:

- Availability on either Thursday, January 30th or Friday, January 31st, 2020
- Experience working in career counseling, recruitment, and/or reviewing cover letters and resumes
- Strong English communication, both oral and written
- Positive and flexible personality, open to working with people from diverse backgrounds
- Strong sense of initiative

Interested reviewers should contact slyons@partners.net by Monday, January 13th, 2020

Cover Letter & Resume Reviewers will receive complimentary refreshments