

**CASE WESTERN RESERVE UNIVERSITY  
EAST CLEVELAND CITY SCHOOLS  
PROVOST SCHOLARS  
Intensive University Seminar  
Session Nineteen– Spring 2018  
March 22, 2018  
2:30 - 5:00pm  
Guilford House, 11112 Bellflower Road, Cleveland, OH 44106**

**Seminar Title: Resume and Cover Letter Writing for College and Employment**

**Purpose:** The purpose of this seminar is to provide insight and tips to create and enhance resumes for college and employment. Resumes come in all shapes and sizes, but the Provost Scholars must ensure that their resumes are appropriate for the field of their choice. A resume should highlight what makes them the best candidate for the position.

**Presenter Biography:**



**Dave DiBiase** is Assistant Director of Undergraduate Career Development at Case Western Reserve University (CWRU). He is a career development professional known for his strategic, personalized career advising that increases self-direction and marketability for his clients in today's fast changing world of work. He also specializes in teaching college students and professionals how to build a strong professional brand and maximize the use of the best technology to develop and build a professional network and find opportunities.

**Objectives: At the end to the session, the Provost Scholars will be able to:**

- (1) Properly format and develop content for their resumes.
- (2) Properly format and develop content for their cover letters.

**Agenda**

2:30 p.m. – 3:55 p.m.: Tutoring

3:55 p.m. – 4:00 p.m.: Brief Intermission

4:00 p.m. – 5:00 p.m.: Dave DiBiase, Assistant Director of Undergraduate Career Development at CWRU

5:00 p.m.: Transporting the Provost Scholars Home

**Faculty & Staff**

- Dr. Faye Gary, Program Director
- Ms. Katrice Williams, Program Coordinator
- Mr. David Van Leer, Volunteer, and Retired School Principal
- Brandon Vu, Graduate Student, Work Study Assistant, School of Medicine
- CWRU Tutors

**Word of the Week:**

- **Word: Enhance:** Intensify, increase, or further improve the quality, value, or extent of.
- **Sentence:** Sheila *enhanced* the flavor of her lasagna by adding fresh oregano and thyme.
- **Reference:** Webster's All-In-One Dictionary and Thesaurus (2013). Springfield: Merriam-Webster, Inc.

**Concierges and Maître'd:** Mason Higgins, Aiyanna Appling, and Camille Gibson