



The Business Society Meeting

October 13, 2020; 12:00 pm - 1:00 pm

<https://cccconfer.zoom.us/j/93378931275>

Meeting started at 12:05pm.

- I. Roll Call
 - A. President Andrew Wilder **Present**
 - B. Vice President Martin Monson **Present**
 - C. Secretary Gabi Stewart **Present**
 - D. Treasurer Feini Pek **Present**
 - E. Tech Officer Sarah Munif **Present**
 - F. Advisor Stephanie Rowe **Present**
 - G. Advisor Jennifer Borenstein **Present**
 - H. Public Relations Officer Jenn Galinato **Present**
- II. Announcements
 - A. We will be having an Interview Workshop presented by Metro Edge.
 - B. Next Tuesday (10/20/20) we will be playing Among Us.
- III. Business: Resumé and Interview Skills Workshop by Robert Half
 - A. Don't make your resume generic. Customize your resume to the job that you're applying for.
 - B. Proofread for any spelling or grammatical errors.
 - C. Always have a second and third pair of eyes look at your resume.
 - D. Focus on accomplishments.
 - E. Be brief and never point out anything negative.
 - F. Top Resume Mistakes To Avoid:
 1. Carelessness
 2. Misrepresentation
 3. Being too wordy or too vague
 4. Using laid-back language
 5. Failing to customize your resume
 - G. Use keywords to highlight results.
 - H. Picking your resume format:
 1. Chronological format
 2. Functional format
 3. Combination format
 - I. Resumes need:
 1. Contact information (no need to put your full address, just the city that you're looking for work in)
 2. Summary

3. Experience

4. Education

J. The Necessity of a Good Cover Letter

1. This is where you can explain things that you weren't able to on your resume.

2. Avoid "To Whom It May Concern," use the hiring manager's name. This shows that you did your due diligence and that you have an interest in the company.

3. Make sure you make a connection with the person you are writing too.

4. Start networking right away.

5. Research the company and your role--it looks good that you have done that research.

6. The Body of Your Letter should include:

a) Your current situation

b) What you're looking for

c) The qualities you can bring to the job

d) One or two points from your resume

e) Aspects of your background that could work against you

IV. Adjournment

A. [The meeting was adjourned at 1:09pm.](#)