

To: XX Manager, XX

July 9, XXXX

From: Gail Frank, Frankly Speaking

Subject: **Review of Intern Resume and Interview Training**

This summarizes key findings and makes suggestions for any future career development programs for your summer interns at XX International.

BACKGROUND:

Ten summer interns from several different departments within XX attended an all-day training session on Monday, July 2, 2001. The morning covered resume development, while the afternoon session covered interviews.

FINDINGS:

Based on the evaluations filled out at the end of the session, I have compiled the ratings for the class from the 10 participants. The evaluation forms are attached.

1. 8 of 10 stated that the workshop improved their ability to write a resume and interview well. Of the remaining 2 surveys, 1 student wrote in that he had a hard time understanding the class due to language barriers. The other believed they already possessed those skills coming into the class. All stated that the class was a valuable experience
2. All comments for the facilitator, the workshop and the workshop materials were marked as "Agreed" or "Strongly Agreed". There were no "Neutral/NA, "Disagree" or "Strongly Disagree" comments checked off.
3. Open-ended comments were favorable. Specific comments were:
 - Gail did a great job covering all she could with the time she was given. Was very patient with our questions and kept us entertained. Everything was great!
 - Good energy, nice use of breaks, and thanks for the refreshments. GREAT EXPERIENCE. You are a real trainer and I could tell you love what you do!!
 - I think the workshop was wonderful and Gail was extremely enthusiastic and knowledgeable!
 - Good job!! Fun and interesting on a not-so-interesting topic. Enjoyed and felt that it was a huge help!!
 - I learned more than I expected
 - It was difficult for me to understand but I understood the main points (note: non-English speaker)
 - The toys were great but try using toys that are silent so it won't disrupt others

RECOMMENDATIONS

The following recommendations are based on comments and discussions with the students, personal observation and feedback from you.