Teaching Resume Writing Using Career Transitions at Indy PL

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- Flash Drive Files: http://bit.ly/IndyPLResumes
- Computer Class Schedule: http://bit.ly/IndyPLComputers

our digital journey

The Indianapolis Public Library

Indy's source of free digital training for everyone

Career Transitions course outline

- Before starting a job search, we will need…
- Why do I need to create customized resumes?
- Today's class objectives.
  - Get all your information into text before thinking about wording or appearance.
- Go to ilibrary.org, select Career Transitions, and select Write a Resume.

Career Transitions course outline 2

- **Work on resumes:**
  - **Contact Info**
  - **Summary (or Objectives) – important for young patrons.**
- **Carefully read what you wrote:**
  - **On average, the hiring manager spends 15-30 seconds reading your resume.**
  - **One tiny mistake is enough to get your resume tossed into the wastebasket.**

Career Transitions course outline 3

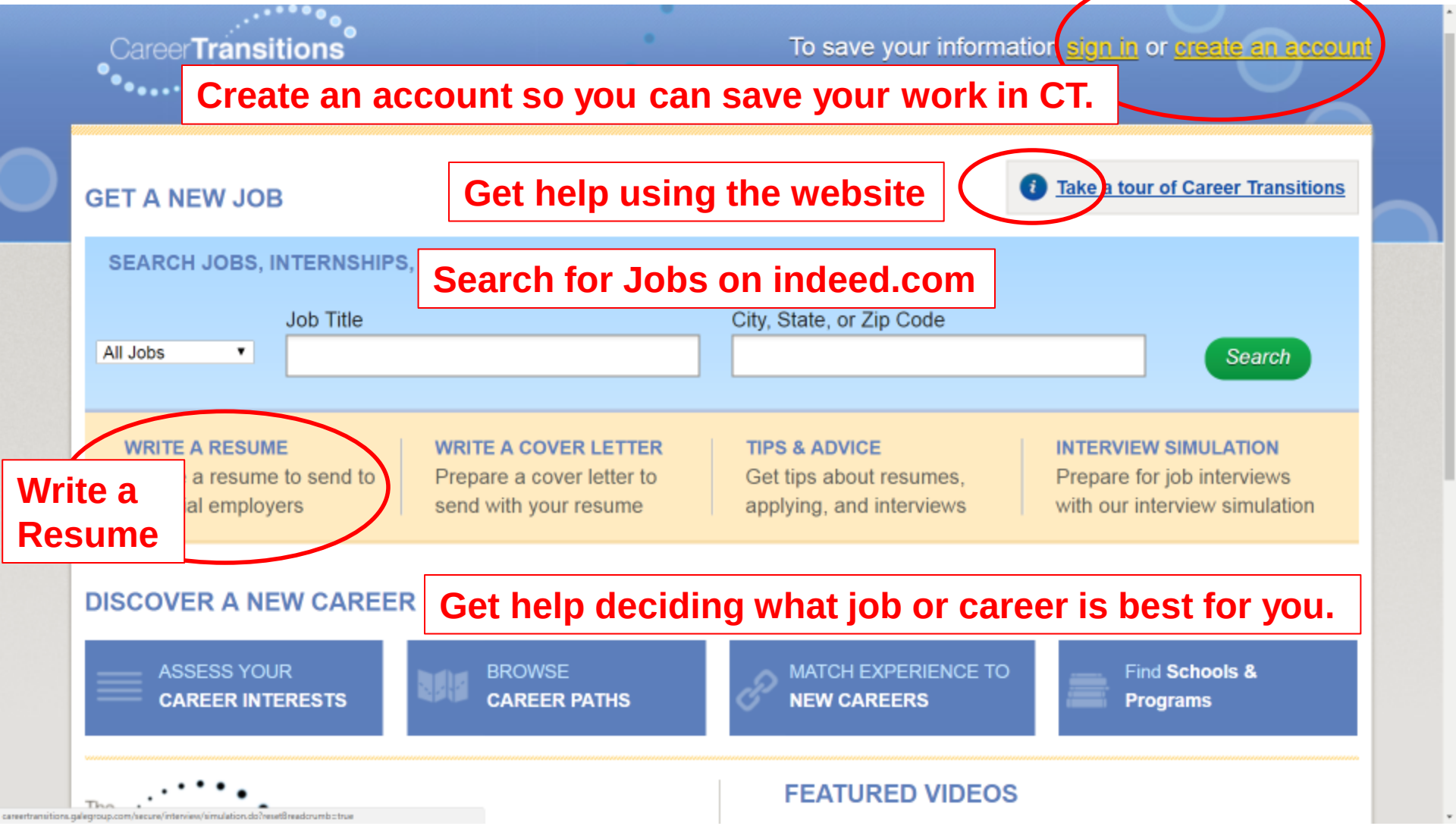
- **In your Summary, tell the employer:**
  - **The job you want.**
  - **What sets you apart – a skill, an attitude, or something that others say you're good at.**
  - **Your desire to make the employer successful.**
- **Preview, download, and print resume.**

Career Transitions course outline 4

- Decide which should come first – Experience or Skills.
- Save as First Last Resume.docx.
- Resume examples in Career Transitions.
- How to get a library card (needed for accessing CT outside the library).

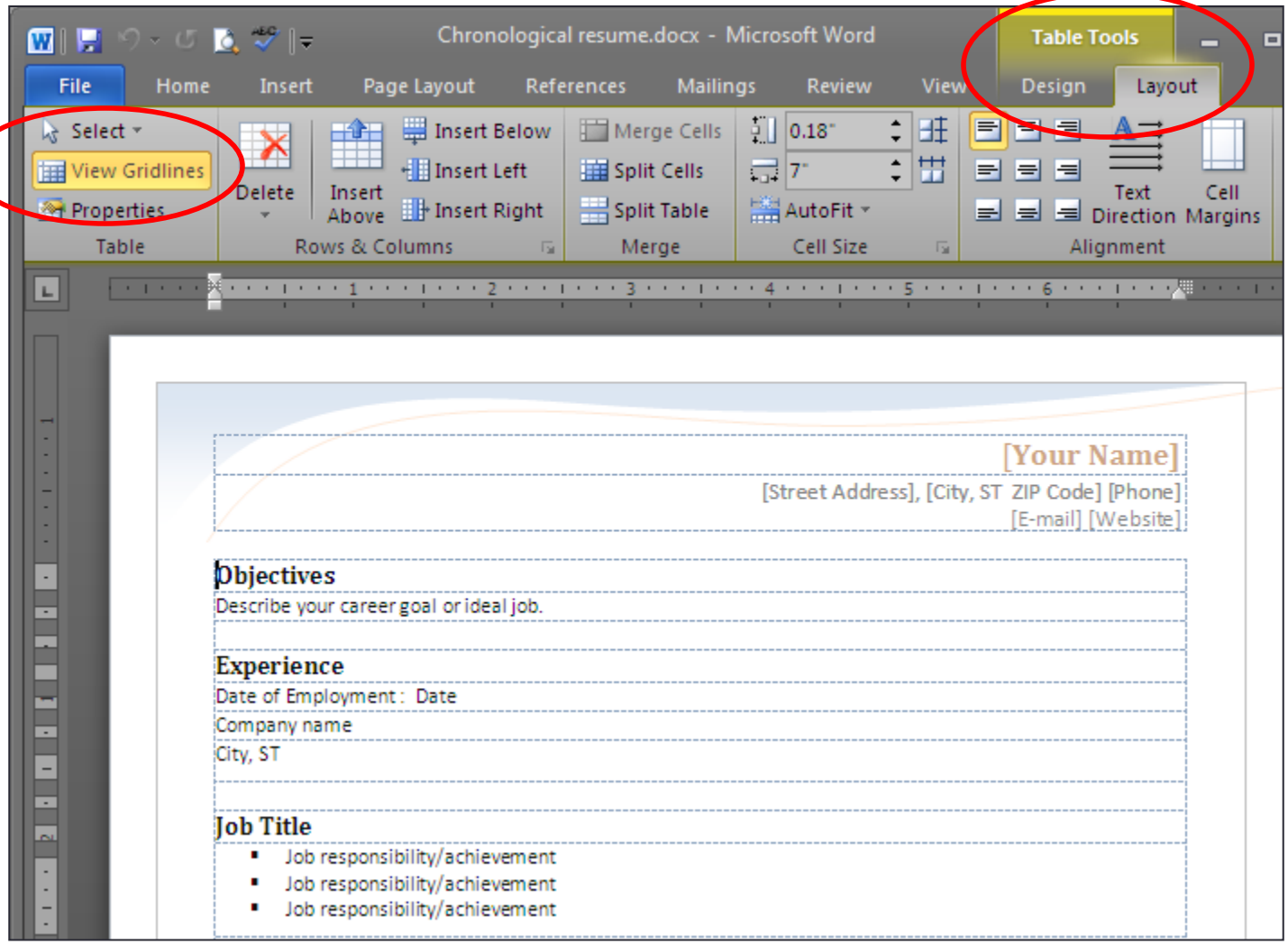
More parts of career transitions

- Job Search
- Interview Simulation
- Tips & Advice
- Assess Your Career Interests
- Browse Career Paths
- Match Your Experience to a Career
- Search Schools and Educational Programs


CareerTransitions
To save your information sign in or create an account
Create an account so you can save your work in CT.
GET A NEW JOB
Get help using the website
Take a tour of Career Transitions
SEARCH JOBS, INTERNSHIPS,
Search for Jobs on indeed.com
Job Title
City, State, or Zip Code
All Jobs
Search
WRITE A RESUME
a resume to send to
al employers
WRITE A COVER LETTER
Prepare a cover letter to send with your resume
TIPS & ADVICE
Get tips about resumes, applying, and interviews
INTERVIEW SIMULATION
Prepare for job interviews with our interview simulation
Write a Resume
DISCOVER A NEW CAREER
Get help deciding what job or career is best for you.
ASSESS YOUR CAREER INTERESTS
BROWSE CAREER PATHS
MATCH EXPERIENCE TO NEW CAREERS
Find Schools & Programs
FEATURED VIDEOS

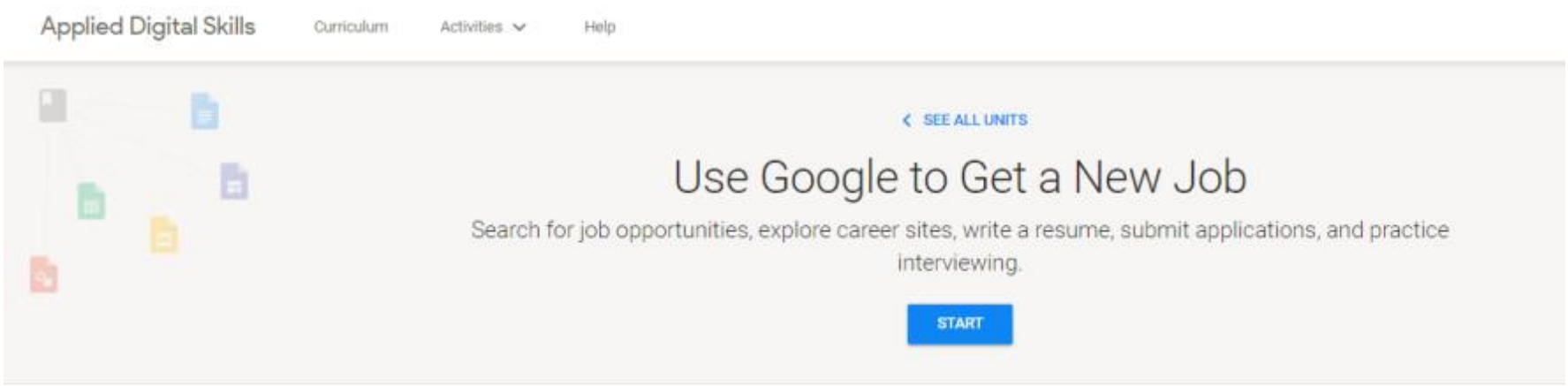
RESUME IN MS WORD

Use a simple template (or no template) and remember it's a table.



RESUME IN GOOGLE APPLIED DIGITAL SKILLS

Comprehensive curriculum for teaching job searching and career development



TIME TO COMPLETE

4 - 8 hours

SUITABLE FOR

Adult Learners

SKILLS COVERED

Document formatting

Resume writing

Spreadsheet organization

USING

Docs

Search

Sheets

Slides

LESSON PLANS >

ACTIVITIES

Activity 1: Use Google to Get a New Job Unit Introduction

1. Use Google to Get a New Job Unit Introduction

Activity 2: Create a Job Guide

1. Create a Job Guide
2. Create a Title Slide
3. Create a New Slide: Searching for a Job in Your Area
4. Add More Slides: Job Goals
5. Share Your Guide With A Partner
6. Create a Job Guide Activity Wrap Up

Activity 3: Create a Job Search Plan

1. Create a Job Search Plan
2. Add Columns to Your Plan
3. Add Tasks to Your Plan

The resume lessons

Activity 5: Craft Your Resume

1. Introduction to Resumes
2. Write the First Draft
3. Brainstorm for One Job
4. Tailor Your Resume
5. Make Your Resume Stand Out
6. Share Your Resume with a Partner
7. Revise and Save Your Resume
8. Resume Writing Wrap Up

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