

# 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>



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](http://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**

**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**

All Jobs

**Write a Resume**

WRITE A RESUME

Write a resume to send to 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

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

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

The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Table Tools' ribbon is divided into 'Design' and 'Layout' sub-ribbons. The 'Layout' sub-ribbon is currently selected and contains several groups of options: 'Table' (with 'Select', 'View Gridlines', and 'Properties' buttons), 'Rows & Columns' (with 'Delete', 'Insert Above', and 'Insert Below' buttons), 'Merge' (with 'Merge Cells', 'Split Cells', and 'Split Table' buttons), 'Cell Size' (with '0.18"', '7"', and 'AutoFit' options), and 'Alignment' (with 'Text Direction' and 'Cell Margins' options). The 'View Gridlines' button is highlighted with a red circle. Below the ribbon, a resume template is visible, featuring a header section with fields for '[Your Name]', '[Street Address], [City, ST ZIP Code]', and '[Phone]'. Below the header are sections for 'Objectives', 'Experience', and 'Job Title', each with a dashed border and a list of bullet points for job responsibility/achievement.

# RESUME IN GOOGLE APPLIED DIGITAL SKILLS

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# Comprehensive curriculum for teaching job searching and career development

Applied Digital Skills

Curriculum

Activities ▾

Help

[← SEE ALL UNITS](#)

## Use Google to Get a New Job

Search for job opportunities, explore career sites, write a resume, submit applications, and practice interviewing.

[START](#)

### 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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