

UNIT 4: RESUME IN THE ERA OF JOB HUNTING

SCRIPT

➤ **SLIDE 1**

➤ **SLIDE 2**

Hello ! Starting with the fourth session of our course we need to sort out in what is listed in the down- below titles.

➤ **SLIDE 3**

Firstly the: Structure of a “Social Media friendly” Resumé

➤ **SLIDE 4**

Secondly: The Virtues of the proper Resumé in Social Media

➤ **SLIDE 5**

Thirdly: The Job Application: How and when to apply?

➤ **SLIDE 6**

And lastly: The rationale of posting your resumé online and in Job Search Agents websites?

➤ **SLIDE 7**

First of all we have to see what is a resume?

➤ **SLIDE 8**

A resume is a written document that lists your work experience, skills, and educational background.

➤ **SLIDE 9**

In the past a good resume would only consist of a concise document typically not longer than one page as the intended the reader would not dwell on your document for very long with the purpose to make an individual stand out from the competition.

➤ **SLIDE 10**

Although the above still are true they are not enough

➤ **SLIDE 11**

So what's different?

➤ **SLIDE 12**

Your resume now should also have:

➤ **SLIDE 13**

More than just traditional background information

➤ **SLIDE 14**

Links to social media profiles, web pages and blogs

➤ **SLIDE 15**

Recommendations and reviews of your work not only in paper but also on your profiles

➤ **SLIDE 16**

A focus on skills, talents and proven track record in the field documented on, for example, your LinkedIn Profile

➤ **SLIDE 17**

A more visual appeal with a focus on rich media

➤ **SLIDE 18**

Examples, numbers and statistics that make your case for you.

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Source: <http://www.slideshare.net/JoannaLord/howto-make-your-resume-social-media-friendly>

➤ **SLIDE 19**

We know that all of this might sound a little too much so let's break it down even more...

➤ **SLIDE 20**

If we wanted to give a clearer representation of the above we would end up into three major categories of "what is needed" in your resume...

➤ **SLIDE 21**

Firstly we have contact information: In addition to the traditional phone number, address, and email- we suggest adding either your personal page or your LinkedIn profile.

➤ **SLIDE 22**

Secondly we have experience: Under this section, it is important to boast specific stats as well as mentioning specific groups, committees, and online networks you are a significant member of. Keep it relevant, but get them there.

➤ **SLIDE 23**

Lastly you have to show what you are proficient in: Do not just settle for "Internet savvy", instead list the specific platforms you have worked with, especially spotlighting any rich media applications you are familiar with.

➤ **SLIDE 24**

You should at all times remember:

➤ **SLIDE 25**

That it has never been a more competitive online job market

➤ **SLIDE 26**

That resumes are no longer about one static page of words

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And that you should focus on the many different social media skill sets you have, not just on traditional experience as you need to incorporate every one of the social media in your resume.

➤ **SLIDE 28**

Let us put the above instructions into practice by seeing some sites offering ready formats for resume building. Introducing Mahara ...

➤ **SLIDE 29**

Released in Feb 2007 Mahara is a fully featured [electronic portfolio](#), weblog, resume builder and social networking system, connecting users and creating online communities.

➤ **SLIDE 30**

Mahara is designed to provide users with the tools to demonstrate their learning, skills and development over time to selected audiences.

➤ **SLIDE 31**

Mahara is provided freely as [Open Source](#) software (under the [GNU General Public License](#)).

➤ **SLIDE 32**

In brief, this means that you are allowed to copy, use and modify Mahara provided you agree to:

SLIDE 33

provide the source code to others

➤ **SLIDE 34**

not modify or remove the original license and copyrights, and apply this same license to any derivative work.

➤ **SLIDE 35**

For further information please see <https://eduforge.org/projects/mahara/>
<http://mahara.org>

➤ **SLIDE 36**

Let's do some exercise!!!

A very important subject of soft skill courses is to build a proper resume.

➤ **SLIDE 37**

This plug-in will enable students to create a resume, based on a prebuilt form, which will generate a standardized resume.

➤ **SLIDE 38**

This resume can then be reviewed by a teacher, who can provide feedback on the resume to the student, by sending a message through the system.

➤ **SLIDE 39**

Output of the resume plug-in will be in such a format that students will be able to reuse the resume they built during the course.

➤ **SLIDE 40**

Click here to do the exercise.
<http://manual.mahara.org/en/1.8/content/resume.html>

➤ **SLIDE 41**

At last, do not forget that europass will be here for a while more so go and fill up yours!! <http://europass.cedefop.europa.eu>

➤ **SLIDE 42**

The Virtues of the proper Resumé in Social Media

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Focus is vital in resume writing.

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You have to help employers understand exactly how your skills and experience matches what they need, while keeping in mind that the intended reader would not dwell on your document for very long.

➤ **SLIDE 45**

By interpreting your social media profiles into your resume in a concise but also eye catching way you can lead them in a webspace that explains your experiences and skills without splurging your limited document space in your actual resume.

➤ **SLIDE 46**

In that way you save space while also using a much more visual way to sell yourself.

➤ **SLIDE 47**

So refer to your skills in a kind of “motto” way and link your social media to do the rest of the work.

➤ **SLIDE 48**

Keep in mind that your resume must be focused on what your target employers want to know and be ruthless about eliminating information that doesn't serve that purpose.

➤ **SLIDE 49**

Thirdly: The Job Application: How and when to apply?

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Can you really increase your odds of getting hired by applying to a job on a certain day of the week?

➤ **SLIDE 51**

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It may sound like a superstition, but there may be something to it: A new study from hiring platform SmartRecruiters found that the most job posting, application and hiring activity happens between Monday and Wednesday.

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So, what does it mean for job seekers?

➤ **SLIDE 53**

Don't wait:

➤ **SLIDE 54**

If you see a job go up on Monday, have your résumé ready to go the next day

➤ **SLIDE 55**

Because the majority of candidates apply early in the week, waiting until Friday or the weekend means your application is more likely to get buried beneath the influx of equally qualified applicants who jumped first.

➤ **SLIDE 56**

Applying for jobs is a bit of a numbers game. The more jobs that you apply for, the more likely you are to get an interview, and the more interviews you attend, the more likely you are to get a job.

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This is for two main reasons:

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first, you get better at identifying what jobs you could do and in presenting yourself well in application

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and second, you get better at interviewing

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Don't be disheartened by a lack of success: just keep applying ask for feedback on your applications, and your efforts should eventually meet with success.

➤ **SLIDE 63**

And lastly: The rationale of posting your resumé online and in Job Search Agents websites?

➤ **SLIDE 64**

Recruiting and staffing services can be excellent resources in your job search.

➤ **SLIDE 65**

They focus on matching your skills with the job openings of employers or companies. The employer generally pays their fees so there is no cost to you.

➤ **SLIDE 67**

Recruiting services search for qualified candidates for permanent, full-time positions. They recruit, screen, and then refer candidates to an employer for consideration.

➤ **SLIDE 68**

You often get access to unadvertised openings.

➤ **SLIDE 69**

A third party (the recruiting firm) is working to match your skills and long-term goals to a job.

➤ **SLIDE 70**

Staffing services match workers with short-term or temporary-to-permanent positions. When you finish a short-term work assignment, the agency looks for another assignment for you.

➤ **SLIDE 71**

The benefits of using a staffing service and doing temporary work include:

➤ **SLIDE 72**

You can gain work experience, develop skills, obtain training, or increase networking contacts.

➤ **SLIDE 73**

You can earn money while you look for work.

➤ **SLIDE 74**

It's easier to get a job when you have a job.

➤ **SLIDE 75**

You may be able to get more flexible hours or working conditions to accommodate your personal situation.

➤ **SLIDE 76**

Sometimes employers offer permanent positions to temp workers who work out well.

➤ **SLIDE 77**

You can check out an employer or an occupation before making a commitment to training, a particular career, or a particular employer.

➤ **SLIDE 78**

Here are some tips for working with employment agencies.

➤ **SLIDE 79**

Before you work with any employment agency, find out what services you can expect and what will be expected of you.

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Make sure you ask whether it will cost you anything.

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For short-term contract work, ask about the pay rate, benefits, and length of assignments.

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At all times:

➤ **SLIDE 83**

Be professional. Treat agencies as you would a potential employer. In the case of temp agencies, they will be your employer

➤ **SLIDE 84**

Be available. Most agencies expect you to be available when they offer you work. If you turn down more than a few offers, they may not be as quick to consider you for work in the future.

➤ **SLIDE 85**

Expand your job search. Do not use agencies as your only job search tool.

➤ **SLIDE 86**

Check your benefits. Short-term wages may reduce benefits such as unemployment insurance. But they may also extend the length of time that you can receive benefits. Before accepting or rejecting work, check with the agency from whom you receive your benefits.

➤ **SLIDE 87**

This was the end of unit 4.

Thank you and we will see you in the next session!