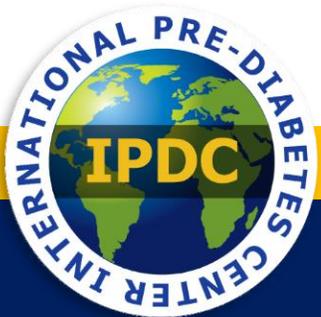


Welcome

PARTICIPANTS!



Meeting Guidelines

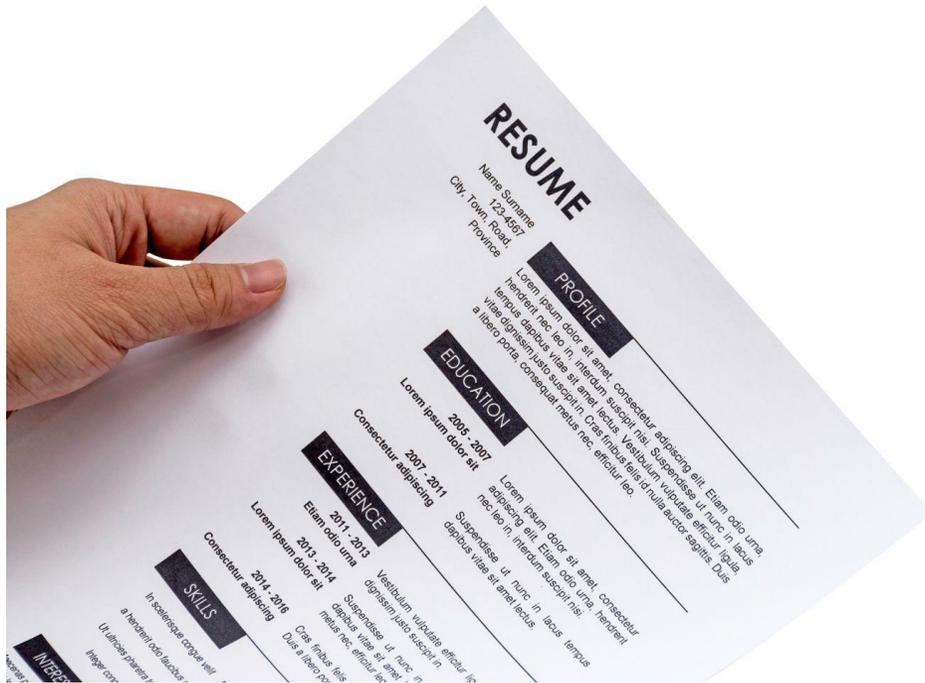


Roll Call

**When you hear your name,
unmute your mic and let us
know that you are present.**



Today's Presentation:



We will be discussing resumes in today's presentation. As an example, we will present a job offer that we would like to apply for and a resume that is not properly formatted to be competitive. As participants, we will ask you why the resume is not effective for applying for the job offers



Core Components of a resume

Core Components

- 1) Contact information
- 2) Objective Statement
- 3) Experience
- 4) Skills
- 5) Education

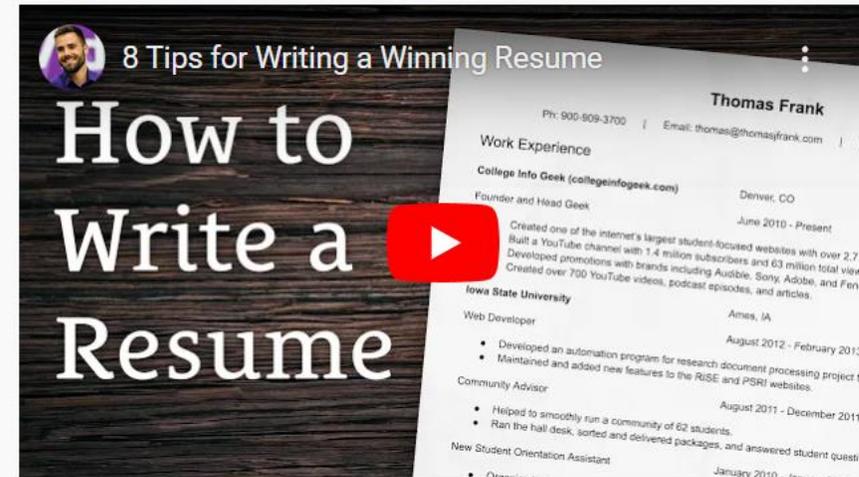
The goal and overall purpose of a resume is to introduce your qualifications and skills to employers. It's an informational document that tells your career story, outlining all details in an easily readable format.

Visit our website for more help regarding resume

Components of a resume: Supporting Videos



How To Write A Resume For Beginners



8 Tips for Writing a Winning Resume

<https://ipdcoffice.com/components-of-a-resume/>

The importance of keywords

The job of keywords is to get the attention of hiring managers because it matches the job description. Given that most recruiters and hiring teams simply scan resumes for relevant experience, having keywords makes your resume stand out against all other candidates.

Reminder:

On average, employers look at a single resume for seven to ten seconds.





Work History

2020-01 - Current

Server

Wild Billie Geet's Texas Steakhose, Texarkana, TX

- Guided arriving guests to tables, took drink orders and relayed information to bartenders.
- Responsible for serving guests to create memorable moments and long-lasting loyalty.
- Applied comprehensible knowledge of wine, cider, and beer, increasing daily beverage sales by 47%.

2017-01 - 2019-12

Surver

KJ's All-American Diner, Texarkana, TX

- Supervised restocking of salad bar and buffay for lunch and dinner service.
- Achieved monthly sales goals by using successful strategies to promote specials, deserts and alcoholic beverages.
- Forested enjoyable event atmosphere through friendly guest interactions
- Stored food in designated containers and storage areas to increase shelf life, improve kitchen organization and provide easy excess during busy peek service

What's wrong with this resume? #1

Answer for #1:

Bad Grammar

Bad spelling and grammar are one of the quickest ways to get your resume thrown away.

If you submit a resume like the one above, employers will assume that you don't care enough about the job to proofread your work or even run it through a spell-checker.

If you can't be bothered to spellcheck your own resume, who would trust you to handle the responsibilities of a full-time job?

To avoid this classic resume mistake, read through your resume once or twice, or even get another person to check it as well.

Charles Foghorn

200 H Street, Washington, D.C.
charlie.foghorn@gmail.com
(203) 451-2216

EXPERIENCE

Reporter at McClatchy Washington Bureau, Washington, D.C.

September 2018 - August 2020

- *Pitched and wrote weekly stories for McClatchy's national newspapers, the Miami Herald in particular*
- *Reported on 2018 congressional races, as well as Senate hearings*
- *Assisted lead editors with short and long-term economic research*

Organizer at Orange County Democratic Committee, Orange County, CA

June 2017 - August 2018

- *Used NGP VAN to update voter profiles, pull voter registration lists, and track contributions*
- *Planned and prepped for grassroots events aimed at recruiting new members from more than 100 precincts*
- *Ran voter registration drives, having received voter registration certification in Virginia*

What's wrong with this resume? #2

Answer for #2:

Terrible Fonts

Avoid “hand-written” style fonts on your resume.

This candidate’s professional experience seems impressive — at least it would if anyone could read it.

Unprofessional and hard to read fonts like the one used in this bad resume example are guaranteed to turn any hiring manager off. Additionally, stylized fonts are difficult for application software to process, making it even more likely that your resume will get rejected.

BILL JORTS

(883) 129-5231
bill.foresack@gmail.com

OBJECTIVE

Sales Associate with 5 years of experience in retail environments. Recognized for my ability to communicate with customers, providing exceptional service that ensures client retention and positive feedback. Proven ability to increase sales through upselling techniques as well as implementing processes that drive profitability.

EXPERIENCE

- Hoop Marketing** New York, NY
July 2019 - Present
Marketing Assistant
- Assisted the Marketing Manager in the creation of an international marketing campaign airing in ten countries and requiring translation into six different languages for Domino's Pizza
 - Increased engagement across First Bank's social media accounts by 40% through a user-generated content campaign
 - Conducted keyword research in order to identify high-volume keywords to target, negative keywords to avoid, and an analysis of competitor's keyword rankings
 - Created a personalized and targeted email campaign for Carrie's Shoes resulting in a 35% increase in click-through rates
 - Facilitated a successful rebrand campaign focused on rethinking and repositioning a client's brand
- Red City Industries** Washington, D.C.
May 2018 - July 2019
Marketing Assistant
- Produced reports providing in-depth analysis of current market share distributions and projected market share acquisition for potential new clients
 - Conducted market validation research through the administration of an in-person survey of 1,000 participants
 - Boosted Google rankings for clients through the creation of informative, high-quality organic content for company blogs, websites, and social media accounts
 - Increased conversion rates by 10% on a client's web-based service offering through SEO/SEM campaigns
- John Sarbanes for Congress** Annapolis, MD
November 2015 - April 2016
Intern
- Made and distributed campaign materials to supporters.
 - Helped lead get out the vote efforts in local neighborhoods, knocking on over 800 doors.
 - Wrote scripts for other campaign volunteers to follow when phone banking.
 - Excelled in a fast-paced, demanding environment.
- The Bay Restaurant** Annapolis, MD
July 2014 - November 2015
Server
- Memorized restaurant's wine stock and accompanying meals, leading to daily wine sales of \$150
 - Wrote patrons' food orders on slips, memorized orders, and entered orders for transmittal to kitchen staff in a 150+ seat restaurant
 - Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.
 - Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen
- Booz's Kitchen Restaurant and Bar** Annapolis, MD
October 2013 - July 2014
Trainer Server
- Memorized restaurant's wine stock and accompanying meals, leading to daily wine sales of \$150
 - Wrote patrons' food orders on slips, memorized orders, and entered orders for transmittal to kitchen staff in a 150+ seat restaurant
 - Cleaned all work areas, equipment, utensils, dishes, and silverware, and ensured they are stored appropriately in accordance with state law.
 - Performed food preparation duties, such as assembling salads, appetizers, and cold dishes, portioning salads, and brewing coffee, in a fast-paced line kitchen

stations upon request in a 70+

reeting, seating, and thanking

off life

al

Baltimore, MD
December 2012 - August 2015

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brand

Washington, D.C.
May 2016 - July 2019

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Annapolis, MD
November 2015 - April 2016

M campaigns

Annapolis, MD
July 2014 - November 2015

\$150
to kitchen staff in a 150+ seat

stations upon request in a 70+

reeting, seating, and thanking

off life

al

Baltimore, MD
December 2012 - August 2015

their feet

College Park, MD
Graduated 2014

Business Fundamentals, Economics 101, Business Administration, The Basics of Marketing

John Adams High School
3.5 GPA
Academic Honor Roll

Annapolis, MD
Class of 2010

HOBBIES

- Amateur soccer player
- Hiking
- Photography

What's wrong with this resume? #3

Answer for #3:

Too Long

Your resume shouldn't take employers all day to read. We'll be blunt: this applicant's resume is just too long.

Hiring managers don't have much time to look at each resume. Making your resume two pages or more and listing every job you've ever held (like in this example) will overwhelm busy hiring managers.

The result? Your most important qualifications get overlooked. Not only that, but if you only have a couple of years of professional experience, making your resume too long comes across as over-confident.

Rachel Maxwell

RESUME SUMMARY

College graduate with internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

PROFESSIONAL EXPERIENCE

February 2018 – Present | Western Digital Inc., New York, NY

Office Clerk Intern

- Perform document scanning (100+/day) and log them in the company's proprietary computer system for future review by internal departments, as well as the company's international offices
- Typing and distributing confidential letters for senior members daily
- Lead internship team of 8 in developing new inventory filing system
- Respond to more than 15 client emails daily (on average), quickly resolving issues as they arise
- Worked with management to optimize the storage process for regulatory documentation, saving the department several hours per week

 (212) 657-8934

 rachel.maxwell@gmail.com

 linkedin.com/in/rachelmaxwell/

EDUCATION

May 2017

University of California, Berkeley

Berkeley, CA

M.S., Marketing

May 2012

University of California, LA

Los Angeles, CA

B.A., Economics

What's wrong with this resume? #4

Answer for #4:

Formatting

This candidate's experience looks pretty good. Unfortunately, the rest of their resume doesn't.

Inconsistent spacing, misaligned icons, random font sizes – this candidate managed to mess up nearly every part of their resume formatting.

While the content of your resume is ultimately what employers are most interested in, a sloppily formatted resume like this can immediately ruin your chances of getting an interview.

Location that offer resume support



WorkSource Center

Locations to Help with Resumes

Sun Valley WorkSource Center

(818) 504-0334

9024 Laurel Canyon Blvd, Sun Valley, CA 91352

Inglewood One Stop

(310) 680-3700

110 S La Brea Ave, Inglewood, CA 90301

WorkSource Center

Locations to Help with Resumes

Downtown/Pico-Union WorkSource Center

(213) 353-1677

1055 Wilshire Blvd #900a, Los Angeles, CA 90017

Pasadena Community Job Center

(626) 440-0112

500 N Lake Ave, Pasadena, CA 91101

HELLO

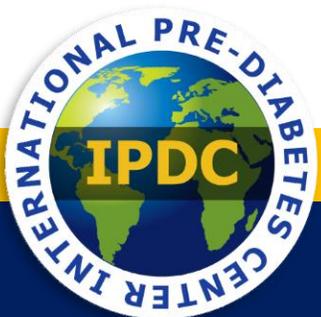
ANNOUNCEMENTS



Announcement #1

Need help paying your utility bills?

The Low-Income Home Energy Assistance Program (LIHEAP) helps keep families safe and healthy through initiatives that assist families with energy costs. HEAP provides federally funded assistance in managing costs associated with home energy bills, energy crises, weatherization and energy-related minor home repairs. The mission is to help low-income eligible and qualified households offset their heating and cooling costs by providing a once-a-year payment to either their gas or electric bill.



Announcement #2

Get low-cost computers

Offers the South LA /LA community access to discounted devices, low cost to free internet plans and free digital skills training.

For more information please contact HUMAN I-T to get any of the items listed above

Call- 888-391-7249

Text- 562-561-2565

human-i-t.org/get connected



The local nonprofit Human-I-T is offering residents of SoLA communities access to the following resources and services:

Discounted Devices

Get desktops and laptops for as low as \$50 per device and enjoy a free one-year warranty, as well as one year of free technical support.

Low-Cost/Free Internet Plans

Access low-cost or free internet at home through the Affordable Connectivity Program, or find internet in your area starting at \$10 per month.

Free Digital Skills Training

Take advantage of Human I-T's free online skills training and learn how to use technology and the internet on your own time.

Contact Human-I-T to get online today

Call 888.391.7249 • Text 562.561.2565 • human-i-t.org/get-connected

Announcement #3

1/16/23, 4:06 PM

https://mail.google.com/mail/u/0/?tab=rm&ogbi#inbox/FMfGzGrbvMBKhgwHINPHsQrQxwJQTMW?projector=1



BEST START REGION 2 EMPLOYMENT AND RESOURCE FAIR

LET US HELP YOU FIND A CAREER!

Find out about employment opportunities with a variety of employers and ask about free resources available to you.

- This employment and resource fair is **FREE** for attendees
- Explore various job openings in a wide range of industries!
- Ask about available resources
- Bring multiple copies of your resume and dress for success!

JANUARY 25 | 10 AM - 2 PM
COMPTON COLLEGE Building Q

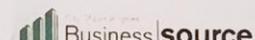
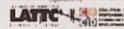
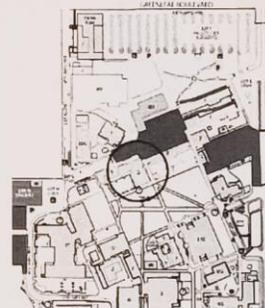
1111 E Artesia Blvd, Compton, CA 90221

Please park in lot 'H' and 'G' for easy access.

For more information, please contact

jloera@coalitionrcd.org or call (213) 763-5951

REGISTRATION IS HIGHLY ENCOURAGED
bit.ly/beststartregister



Questions?



SCSEP

**SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM**