### **Job & School Applications Workshop**

**NOTE TO FACILITATORS**

Because career goals vary widely amongst participants, it can be challenging to run a **group** session on applications and resume construction. That said, walking away with **at least** a basic, up-to-date, industry-specific resume is a big confidence booster for participants.

This session works best when conducted in a computer lab.

Based on our observations, when it comes to resume preparation, most participants will fall into one of the following categories:

* + No resume
	+ Outdated resume
	+ Updated resume, not tailored to current industry of interest

Depending on where they fall on the spectrum above, people will have different workshop needs. We’ve designed a “choose your own adventure” workshop where participants can choose the activity that is most appropriate to their goals.

**AGENDA**

1. E3 Overview (see handout)
2. Warm Up
3. Topic Presentation & Discussion (see handout)
4. Activity: “Choose Your Own”
5. Summary & Reflection
6. Evaluations

**ACTIVITY OPTIONS**

* + Initial Brainstorm
	+ Existing Resume Critique (for the BU resume guide, see resources for the job search)
	+ Practice Creating a Targeted Resume
	+ Cover Letter Practice
	+ Fill out a generic job application
	+ Compile list of school application requirements and deadlines
	+ Orient to an online job board and identify positions of interest

### **Embarking**

The goal of E3: Embarking is to help you explore a career path of interest in more depth. You will now use your compass and map to “embark” or “set out” on a journey. Practically speaking, this includes planning how you will learn more about the career path through “real world” experience.

You might choose to volunteer, job shadow, intern, start an apprenticeship, get a job, enroll in school or training, or sign up for an employment support service.

Any of these pathways will involve preparing and submitting information and documents, interviewing in some form, understanding how income might impact your social security benefits, planning how to manage your wellness while increasing your career-related activity, and planning for ongoing support as you transition out of Opening Doors.

The purpose of this session is to get you started on compiling the materials you may need to apply to one of these experiential opportunities. The first step in this process is resume construction. A resume helps you to think about how to best represent your experience to prospective employers or admissions officers. In this session, we’ll help you update your resume, as well as address any specific concerns, such as how to deal with gaps in work experience.

### **Applications Materials Plan**

**Within the next year, I will be applying to:**

* School
* Jobs
* Employment Services
* Internships
* Apprenticeships
* Other:

Basic materials needed for **school applications:**

* Transcripts
* High School Equivalency Certificate (if applicable)
* Letters of Reference
* Resume
* Admissions Essays

Basic materials needed for **job, internship, or apprenticeship applications:**

* + Resume
	+ Cover Letter (sometimes)
	+ Information for online applications (usually includes prior employment

Basic materials needed for **employment services**:

..................Column Break..................information, reference contact information, etc.)

* + Letter from a provider (if the service is disability-related)
	+ Resume
* ..................Column Break..................Opening Doors Portfolio (not required – but very helpful!)

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| --- | --- | --- | --- |
| **Type of****Document** | **Due Date** | **Who Can Help?** | **Action Steps** |
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### **Resume Refresher**

**Master, General, & Targeted Resumes**

Master Resume

* Your work experience “file cabinet”
* Lists ALL of your experience
* Includes all information you might want to use to describe experiences
* For your personal use/is not shared with others
* Unlimited length
* Used to generate general & targeted resumes General Resume
* Lists your strongest professional qualifications
* Is tailored for a general industry or profession (e.g. counseling, construction)
* Can be used for networking purposes (e.g. job fairs, email, online job boards)

Targeted Resume

* Is tailor-made for a specific job application
* Requires careful reading of job description
* Shows your strongest qualifications for **specific job**
* Incorporates terminology, keywords from posting
* Time consuming, but more effective

**Most Common Resume Formats**

Reverse Chronological

* Lists work experience from most recent to oldest (no older than 15 years)
* Preferred by employers
* Good for people who have a steady history of employment/schooling

Functional/Skills Based

* Highlights skill sets used across multiple experiences
* De-emphasizes dates: Good for people who have significant gaps in work history or are changing careers

**Suggestions for Resume Gaps**

* Do not lie!
* For large gaps, use functional/skills resume format
* Don’t distinguish between paid and unpaid work (i.e. don’t have separate “work experience” and a “volunteer experience” sections – just have a combined “experience” section)
* Pull qualifications from your life experience (e.g. Caregiver for the Elderly, Private Home, Boston, MA)
* After weighing the costs and benefits, if you decide to partially disclose either a disability or involvement with the criminal justice system (if applicable), briefly explain larger gaps in your cover letter

### **Resume: Choose Your Own**

1. Do you already have a resume that was created within the past two to three years?
	* If YES: Move on to #2
	* If NO: Resume Brainstorm
2. Has someone with resume writing experience reviewed and given you feedback on your resume within the past six months?
	* If YES: Move on to #3
	* If NO: Instructor Feedback
3. Have you created a resume for your field of interest?
	* If YES: Move on to #5
	* If NO: Targeted Resume Worksheet
4. Do you have a cover letter template for job applications?
	* If YES: Determine next steps with facilitator
	* If NO: Cover Letter Template

### **Resume Brainstorm**

*Start with your most recent experiences and work your way back in time. Right*

*now, don’t worry about details – just list the name of the experience or person. You’ll enter details into the Mass CIS database once you’ve finished your brainstorm.*

###### **Past and present educational and training experience**

*Includes academic courses, programs, and projects; professional education (e.g. workshops and trainings); community education (e.g. cooking class).*

###### **Paid and unpaid work experience**

*Includes full-time, part-time, and one-time paid jobs; internships; paid or unpaid work done for family members and friends (e.g. caregiving); military service.*

###### **Activities**

*Includes athletics, clubs, community service, leadership, professional associations, talent, travel experiences.*

###### **Skills**

*Includes languages spoken, software products, equipment, and other special skills.*

**Professional References**

### **Instructor Feedback**

With the help of an instructor, review the “Resume Critique Checklist” on page 9 of the Boston University Resume Guide. You and the instructor can use this page to make notes re suggested improvements.

**FORMAT:**

**CONTENT:**

**STYLE:**

### **Creating a Targeted Resume**

1. Find a job posting that is representative of a job you hope to attain within the next year.
2. Look carefully at the job posting. **Underline job requirements** that you meet.

**Circle job duties** that your experience shows you can do.

1. For each job duty you circled, make a note of **how** you demonstrated this skill and the relevant job, internship, or volunteer experiences **where** you demonstrated it. Make sure that these experiences are included in your targeted resume.
2. Use **action verbs** to describe the skills and accomplishments you demonstrated in each position. Use a separate bullet point for each skill/accomplishment. Rank your bullet points, with the most relevant appearing first.
3. For each job requirement you underlined, make a note of the education or experience that demonstrates your qualification for the job. Make sure that these experiences are included in your targeted resume.
4. Incorporate industry terminology and key words from the description into your resume.

### **Resources for the Job Search**

**GENERAL JOB SEARCH**

**What Color is Your Parachute? A Practical Manual for Job-Hunters and Career- Changers (book)**

By Richard Nelson Bolles Most recent edition: 2016

*A fun, user-friendly, highly creative and information-packed guide to finding a meaningful career. Pick up a copy at your local library or invest in a personal copy.*

**The 6 Reasons You’ll Get the Job: What Employers Look for – Whether They Know It or Not (book)**

By Debra Angel MacDougall and Elisabeth Harney Sanders-Park

*A guide to the employer’s perspective on the hiring process. Offers strategies for specific*

*challenges.*

**Worknet Solutions: Tips for Online Applications**

<http://worknetsolutions.com/product/tips-for-online-applications/>

*A great overview of tips and tricks for filling out online applications. While the article is free, you will have to add it to your cart and “checkout” to download the article and read it*.

**Boston University Center for Psychiatric Rehabilitation Employment Repository**

<http://cpr.bu.edu/resources/employment/personal>

*A comprehensive list of resources organized by the Center for Psychiatric Rehabilitation, broken down by category so you can find exactly what you need.*

**RESUME DEVELOPMENT**

**Anatomy of a Resume by Boston University**

<http://www.bu.edu/careers/resumes-cover-letters/resumes/anatomy-of-a-resume/>

*An interactive, comprehensive guide to making both chronological and functional resumes. It is easy to use and provides great information.*

**Resume Guide by Boston University**

<http://www.bu.edu/careers/files/2012/08/Resume-Guide-2012.pdf>

*This comprehensive guide to resumes goes over what a resume is and how to write an effective one, from start to finish.*

**Quint Careers Resume Builder and Resources**

<http://www.quintcareers.com/resres/>

*A compilation of free resume writing, editing, and strategy resources on the internet. Allows you to even create your own resume using their resume builder!*

**ADDRESSING RESUME GAPS**

**Worknet Solutions: Mining for Gold in the Dark- Resumes for People with Wacky Work History**

[http://worknetsolutions.com/product/mining-for-gold-resumes-for-people-with-wacky-](http://worknetsolutions.com/product/mining-for-gold-resumes-for-people-with-wacky-work-history/) [work-history/](http://worknetsolutions.com/product/mining-for-gold-resumes-for-people-with-wacky-work-history/)

*A great article on dealing with an irregular work history in your resume. While the article is free, you will have to add it to your cart and “checkout” to download the article and read it*.

**“Explaining Employment Gaps on Your Resume? Don’t Do This.” By Recruiter**

[https://www.recruiter.com/i/explaining-employment-gaps-on-your-resume-dont-do-](https://www.recruiter.com/i/explaining-employment-gaps-on-your-resume-dont-do-this/) [this/](https://www.recruiter.com/i/explaining-employment-gaps-on-your-resume-dont-do-this/)

*A helpful article that lists some quick “Do’s” and “Don’t’s” for dealing with an*

*employment gap on your resume.*

**Quintessential Careers: How to Handle a Gap in Your Job History**

<http://www.quintcareers.com/job-history-gap/>

*An article with helpful tips and commentary on handling and employment gap written by a human resources professional.*

**COVER LETTERS**

**Cover Letter Guide by Boston University**

<http://www.bu.edu/careers/files/2012/09/CoverLetterGuide2013.pdf>

*A comprehensive guide to creating cover letters, from conception to finish, including several examples of strong cover letters for a variety of fields, positions, and situations.*

**Anatomy of a Cover Letter by Boston University**

<http://www.bu.edu/careers/resumes-cover-letters/cover-letters/anatomy-of-a-cover-letter/> *An interactive cover letter that breaks down its components. A great resource for those who are just beginning to write a cover letter and don’t know where to start.*

**FIND YOUR LOCAL JOB CENTER**

**American Job Center Network Locator**

<http://jobcenter.usa.gov/>

*Get in-person assistance to search for jobs, find training, and refine your skills.*

**JOB SEARCH SITES**

**The Top 50 Job Boards for Job-Seekers**

<http://www.quintcareers.com/top-50-sites/>

*Don’t know where to start looking for a job? Check out this article for ideas!*

**The Riley Guide**

[http://www.rileyguide.com/#](http://www.rileyguide.com/)

*Not only does this site allow you to job search using indeed.com, but it also has over 1600 articles full of tips and tricks for the job search for you to look over.*

**Indeed**

<http://www.indeed.com/>

*The classic job search engine. Many job listings are on here, but be aware that not* all

*advertised jobs make it onto indeed.com!*

**USAJOBS**

<https://www.usajobs.gov/>

*Job search engine for government jobs. The search engine is easy to use and allows you to apply directly from the site.*

**HigherEdJobs**

<https://www.higheredjobs.com/>

*Search engine that allows you to search for jobs at universities and colleges across the U.S.*

**FlexJobs**

<https://www.flexjobs.com/jobs>

*Search engine for part-time, flexible, and telecommuting jobs.*

**APPRENTICESHIPS, INTERNSHIPS, & VOLUNTEERING**

**Careers with Registered Apprenticeships**

[apprenticeship.gov](http://www.mynextmove.org/find/apprenticeship)

*If you’re interested in completing an apprenticeship to get on-the-job training, this is a great place to start! You can look up information and statistics about several different types of apprenticeships and even search for apprenticeships in your area.*

**Volunteer Match**

[volunteermatch.org](https://www.volunteermatch.org/)

*A website that allows you to search for and connect with volunteer and non-profit opportunities in your area.*

**Idealist**

[idealist.org](http://www.idealist.org/)

*An internship, volunteer, and job search engine focusing on positions that make a difference.*

**Intern Jobs**

<http://internjobs.com/>

*A search engine for internships in a variety of fields*.

**SELF-EMPLOYMENT, FREELANCING, & WORK FROM HOME**

**Nice Work if You Can Get It: Web Sites for At-Home Jobs**

<http://www.wsj.com/articles/SB121564902139141075>

*An article outlining the process of finding an at-home job and some websites you can use to aid your search.*

**Self-Employment & Starting a Small Business**

Boston University Center for Psychiatric Rehabilitation <http://cpr.bu.edu/resources/employment/personal/my-employment/entrepreneurship> *List of resources from the Center for Psychiatric Rehabilitation to help you achieve self- employment or start a small business.*

**Quint Careers: Job and Career Resources for Consultants, Freelancers, & Gurus**

<http://www.quintcareers.com/consultant-jobs/>

*List of resources from Quint Careers for anyone wanting to do consultant or freelance work or achieve self-employment.*

**Riley Guide: Steps in Starting Your Own Business**

<http://www.rileyguide.com/steps.html>

*A comprehensive step-by-step guide to starting your own business.*

**DISABILITY SUPPORT RESOURCES**

**State Vocational Rehabilitation Services**

<http://www.mass.gov/eohhs/consumer/disability-services/vocational-rehab/>

*VR can connect individuals with disabilities to services such as job placement assistance, job coaching, skills training, and more. If you live outside Massachusetts, conduct an*

*online search to find your state’s VR website.*

**Department of Labor: Office of Disability and Employment Policy**

<http://www.dol.gov/odep/topics/>

*Contains comprehensive information on disability and employment policy in the US. Organized by category with a plethora of information.*

**Disability.gov Guide to Employment**

<https://www.disability.gov/resource/disability-govs-guide-employment/>

*A resource for people with disabilities looking to return to work. Includes topics such as vocational rehabilitation services, employment rights, and job training programs.*

**Recruit Disability**

[recruitdisability.org](http://recruitdisability.org/)

*A job board specifically for individuals with disabilities.*

**Worknet Solutions: Helping Job Seekers with Disabilities**

<http://worknetsolutions.com/product/helping-job-seekers-with-disabilities/>

*Note: While the article is free, you will have to add it to your cart and “checkout” to*

*download the article and read it*.

**Worknet Solutions: The Creative Job Search**

[http://worknetsolutions.com/product/is-career-development-a-reasonable-option-for-](http://worknetsolutions.com/product/is-career-development-a-reasonable-option-for-clients-with-significant-barriers-part-3-the-creative-job-se/) [clients-with-significant-barriers-part-3-the-creative-job-se/](http://worknetsolutions.com/product/is-career-development-a-reasonable-option-for-clients-with-significant-barriers-part-3-the-creative-job-se/)

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