Outline for Resume Presentation

With the holiday season coming up and businesses looking for more workers, a number of local employers are hiring. To help you in your job-hunting effort, we will present some resources that will hopefully help you draft or perfect your resume for the Internet Age, that foot in the door which can lead to interviews and job offers. While a great resume can open doors, with the prevalent use of social media, companies also check people's online profiles, so please be sure to take a look at your online presence, and consider taking down posts that may cast you in a negative light from the perspective of an employer.

Because resumes are often screened by computer programs/robots, this video (13:23) is a good resource for creating or updating your resume so that it is more effective in getting past the gatekeepers: https://youtu.be/3IviJE8Thyw

The following links are to some articles that may be helpful to read for your job search, but there is so much more information online specific to different industry sectors:

https://www.ziprecruiter.com/blog/8-ways-to-get-better-results-on-job-search-sites/?tsid=111000164

https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out

https://money.usnews.com/money/blogs/outside-voices-careers/articles/best-job-search-sites

https://www.oberlo.com/blog/how-to-find-remote-work

https://www.consumersadvocate.org/job-search-sites

https://www.ziprecruiter.com/blog/get-your-social-media-ready-for-recruiters/?tsid=111000164

The pandemic has changed the way employers post job openings and look for candidates, so make sure that online advice that you look to is up-to-date as many of the advice people used to give no longer apply or apply differently.

This presentation is focused on resumes. There are many resume templates available online for free to make it easier on your effort. Remember to proofread it to make sure it is error free, and it may be a good idea to get input from people who may know how to write a resume if you are unsure. Armed with new insight on how resumes are screened by computer systems, we hope it will help you make the most of yours.