

My Career Advisor

MCA Resume Building

Instructor Guide



Welcome to Mission Service's MCA Resume Building Instructor's Guide. This course will focus on introducing participants to the basics of building a professional resume, preparing learners to engage in a competitive job market.

Topics to be covered include exploring the importance of having a professional resume, and how to use MCA's Resume Building tool. Participants will also spend time creating their own professional resume using the MCA Resume Builder.

Before you get started, make sure you have the following items have been put in place to ensure the successful completion of this course:

- Participant access to the MyCareerAdvisor.com site
- Participant registration on the MyCareerAdvisor.com site
- MCA Job Resume Builder Handout
- Markers, highlighters, pens
- Treats for prizes

Course Objectives:

After this course, learners will be able to:

- Explain the importance of having a professional resume in a competitive job market.
- Identify marketable qualifications, skills, and experiences applicable to a professional resume.
- Build your professional resume using the MCA Resume Building tool.

Course Duration: 30-40 minutes. (Depending on Q&A)



Slide 1: Welcome Slide

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Welcome

Say: Thank you for welcoming us into your class today.

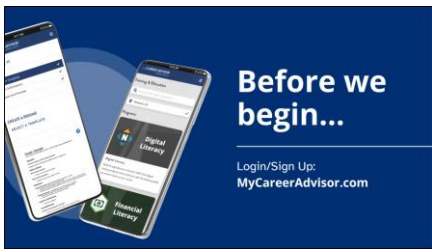
Facilitator Note: Introduce yourself and your colleagues.

Say: We are here today as part of Goodwill's community impact team. Did you know that the money generated by donation sales at our stores goes directly to funding outreach programs across our community, helping people increase their job skills so they can build the career of their dreams?

Say: The question I have for you is: What does the career of your dreams look like, and how can you get there?

Goodwill has developed an extensive site called MyCareerAdvisor.com to help you develop the tools and skills you need to get started on your career path.

Say: Today, we're going to take some time to explore a crucial element of professional success: Building your professional resume.



Slide 2: Before We Begin

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Before We Begin

Say: Before we get started, take a moment to create an account with MCA.

Navigate to MyCareerAdvisor.com and click "Sign Up." Input some basic information about yourself to create your account. We recommend using a personal email address so you can access the materials on MCA after you graduate. Be sure to choose a password you will easily remember.

Say: MyCareerAdvisor.com has lots of resources designed to help prepare you to build the career of your dreams. After today's lesson, please take some time to explore the site and everything it has to offer.

Facilitator Note: Give participants a few minutes to complete their registration. Make sure all participants have access to the site before moving on.

Say: Let's get started.

The purpose of a resume is to...

- Provide a snapshot of your skills, qualifications, and experience
- Track your career development, new skills, and accomplishments
- Convince potential employers you are right for the position

Slide 3: The Purpose of a Resume...

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: The Purpose of a Resume...

Say: Today, we're diving into a crucial aspect of professional development: resume building. Your resume is much more than just a document; it's your personal marketing tool in the competitive job market. It's often the first impression you make on a potential employer, and a well-crafted resume can open doors to exciting opportunities.

Say: A good resume:

- Provides a snapshot of your skills, qualifications, and experience showing potential employers the value you bring.
- Tracks your career development, new skills, and accomplishments in a way that helps you stand out.
- All to convince potential employers you may be right for the job

Say: So, let's explore the key elements that make a resume stand out and how you can effectively showcase your skills and experiences to land that dream job!



Slide 4: How to Build Your Resume

Estimated duration: 1 min

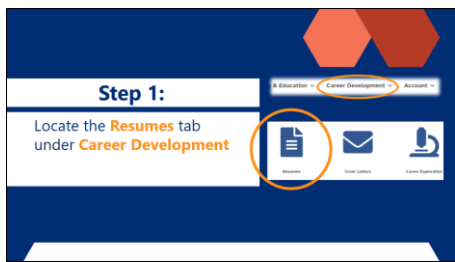
Notes to Instructor:

Notes:

Slide Title: How to Build Your Resume

Say: A clean, polished resume can be the tool you need to get your foot in the door of the job you want. Often, a resume is the first introduction a candidate makes to a potential employer, and the odds of getting a call for an interview may depend on the strength of your resume.

Say: Luckily for you, My Career Advisor has a full Resume Builder tool designed to help you create a proper professional resume today.



Slide 5: Step 1

Estimated duration: 1 min

Notes to Instructor:

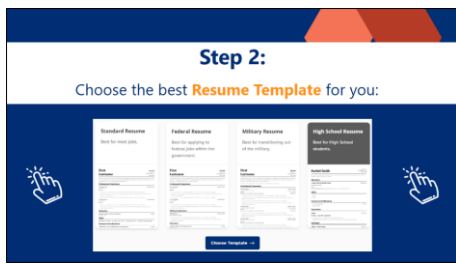
Notes:

Slide Title: Step 1

Say: Once you've created your MCA profile, starting a resume is pretty simple. Locate the "Career Development" tab at the top of your page. Then, select "Resume."

Facilitator Note: Allow participants a few moments to locate these items. Assist as needed.

Say: If you've already created a resume using the MCA site, your past resumes will be stored on your Resumes dashboard, as will any resumes you currently have in progress. If you need to leave the site and finish later, MCA will save your progress and show you which areas of your resume are incomplete. Just be sure to click "Save and Continue" along the way.



Slide 6: Step 2: Choose Your Template

Estimated duration: 1 min

Notes to Instructor:

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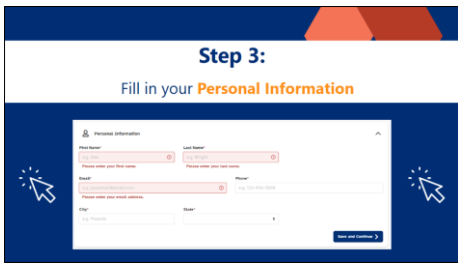
Slide Title: Step 2: Choose Your Template

Say: MCA offers you four different professional resume templates to choose from. Take a look at your options.

Say: Current high school students will likely want to choose the High School Resume template. Because students usually don't have a lot of previous work experience, this template will provide you with options for including aspects of your high school career that relate to marketable skills that employers value.

Say: MCA also offers templates for those applying for Federal jobs, current and former members of the Military, and a Standard resume template for typical adult job-seekers.

Say: Select the appropriate template now, and let's start building your resume!



Slide 7: Step 3: Personal Information

Estimated duration: 1 min

Notes to Instructor:

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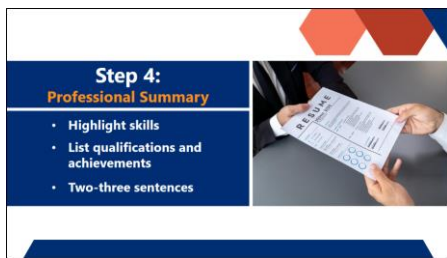
Slide Title: Step 3: Personal Information

Say: You'll need to start by providing some basic personal information. By creating your MCA account, some of these areas, like your name and email address, may auto-populate. Fill in the other areas now.

Say: Potential employers will use this information to get in touch with you, so be sure to provide accurate and up-to-date contact information, including your email and phone number.

Say: Fill in this section now. Make sure to click "Save and Continue" when finished.

Facilitator Note: Allow participants a moment to complete the section. Assist as needed.



Slide 8: Step 4: Professional Summary

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 4: Professional Summary

Say: This next section of the Resume Builder, Professional Summary, allows you to showcase a bit of who you are.

Here, you will write a short, impactful summary of your most valuable skills, qualifications, and/or achievements demonstrating that you are a suitable candidate for an open position.

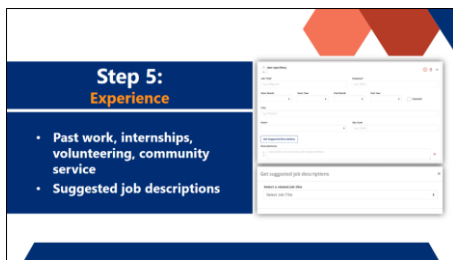
Say: It's important to keep this short and sweet in two to three sentences, which can be a bit challenging.

Take a look at your handout. There, you'll find a template example of how to write a Professional Summary. Take a few moments to review that now.

Say: When ready, please complete the Professional Summary section in your Resume Builder. Be sure to click "Save and Continue" when finished.

Facilitator Note: Allow a few minutes for participants to complete the section. Circulate around the room and provide guidance and feedback. Direct students to the Professional Summary section of the handout for assistance with structuring their responses.

Say: Keep in mind, you can always go back to edit and update these sections later, if you like. Let's move on to the next section.



Slide 9: Step 5: Experience

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 5: Experience

Say: In this section of the Resume Builder, you'll add your previous experience related to work. That might include former jobs you've had, volunteer work, internships, or community service.

Start with your most recent experience. If you've had multiple jobs or experiences, add each one separately by clicking the "Add Additional Professional Experience" plus sign button.

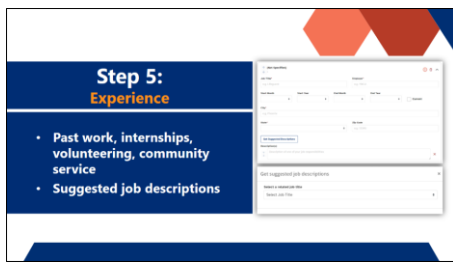
Say: Use the "Get Suggested Descriptions" tool to generate descriptions of tasks and responsibilities related to various jobs. Find the jobs related to your experience, even if you've only done them as an assistant or volunteer, and choose the descriptions that best fit your experience.

Say: You may also choose to create your own Experience description instead of using the Suggested Descriptions generator.

Click/Say: To create your own Experience description, use this format:

- Start with a strong action verb that highlights your proactive approach to tasks. Examples- Managed, Coordinated, Developed, Implemented, Achieved

Continued on next page



Slide 9: Step 5: Experience

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 5: Experience

Say:

- Next, clarify Who/What: Clearly define the individuals, groups, or tasks you engaged with. This may involve teams, clients, software platforms, or specific projects.
- Explain How/Why: Detail your approach to completing the task and articulate its significance or benefits. Emphasize any skills, methodologies, or strategies employed to ensure successful task execution.

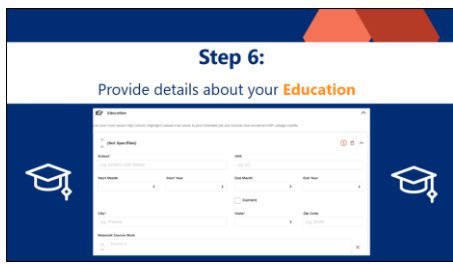
Click/Say: Here are a couple examples.

Facilitator Note: Review the examples in the slide deck with participants.

Say: Take a few minutes to produce your Experience statement using either the Suggested Description or your own.

Facilitator Note: Circulate while participants are filling in this section. Assist with using the "Get Suggested Description" feature.

Say: Be sure to click "Save and Continue" when finished.



Slide 10: Step 6: Education

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 6: Education

Say: Now, let's add detail about your educational history. Your performance in school can be a valuable indicator of your potential as an employee, particularly if you don't have a lot of work experience.

For current high school students, provide the name of your school, dates to indicate when you started and when you plan to graduate, your GPA, and address information.

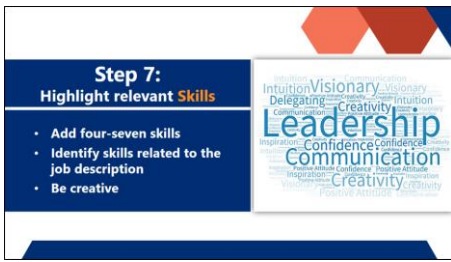
Say: You'll also want to include any relevant coursework you've undertaken as a student. If you've taken any vocational classes, like a shop class, culinary class, or business class, be sure to include those in the Relevant Course Work section.

Have you taken any honors, dual-enrollment, or AP classes? Include those as well.

Say: Be sure to update this section of your resume as you advance your education to include any vocational schools, community colleges, or universities you may attend in the future.

Say: Please fill in this section now.

Facilitator Note: Circulate and assist as needed.



Slide 11: Step 7: Skills

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 7: Skills

Say: In this section of the Resume Builder, you get to highlight the skills that make you a good candidate for employment.

Say: If you've had previous work or volunteer experience, think about the skills you used in that role. Likewise, your experience as a high school student has helped you build valuable skills like:

- Problem-solving: Emphasize your ability to tackle challenges and find solutions.
- Time Management: Showing you can balance multiple tasks and commitments demonstrates responsibility.
- Leadership Experience: If you've held leadership positions in clubs, sports teams, or other activities, mention them. Leadership skills demonstrate responsibility and initiative.
- Microsoft Office and Google Suite: Familiarity with tools like Word, Excel, and PowerPoint can be advantageous in many job settings.

Say: Add each skill by clicking the "Add Additional Skill" button, and be sure to "Save and Continue" when finished.

Facilitator Note: Circulate and assist as needed.



Slide 12: Step 8: Licenses and Certifications

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 8: Licenses and Certifications

Say: Some school vocational programs allow you to earn licenses or certifications, as do some clubs and social organizations.

Say: If you are CPR certified, have your Food Handler’s card, are a certified Child Caregiver, or have a MS Office certificate, include those and any other certifications you may have earned.

Say: Remember to go back and update this section of your resume whenever you earn a certification or license.

Please complete this section now. You have the option to “Skip Section” if you have nothing to input.

Facilitator Note: Circulate and assist as needed.



Slide 13: Step 9: Activities

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 9: Activities

Say: Now, let's highlight any additional activities you've been a part of. These may include extracurricular school clubs, sports teams, or social organizations like scouts or spiritual groups.

Say: In this section of the Resume Builder, you can showcase the real-world experience and responsibilities you gained from participating in extracurriculars.

Be sure to identify any leadership positions you've held, along with descriptions of responsibilities associated with membership. Again, these may include valuable experiences like:

- Team-building
- Problem-solving
- Time management

Say: Fill in this section now. Be sure to click "Save and Continue" when finished.

Facilitator Note: Circulate and assist as needed.



Slide 14: Step 10: Awards and Achievements

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Step 10: Awards and Achievements

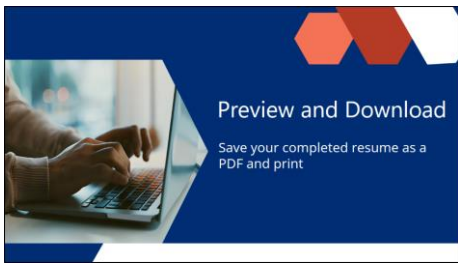
Say: We've come to the final section of the Resume Builder: Awards and Achievements.

This section gives you the option to identify any special recognitions you've received as a worker or student and to highlight any achievements you've accomplished along the way.

Say: Here, you can list any relevant honors, achievements, awards, and acknowledgments you earned for going above and beyond. It can include scholarships, competitions, work-related awards, and leadership positions you've held.

Say: Fill in this section now. Be sure to click "Save and Continue" when finished.

Facilitator Note: Circulate and assist as needed.



Slide 15: Preview and Down

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Preview and Download

Say: Now that you’ve completed each section of the Resume Builder, click the “Preview & Download” button to view the final copy. This feature allows you to save your resume as a PDF and print it.

Say: When applying to jobs online, you will often be asked to include a copy of your resume. Having this PDF saved on your computer, tablet, or phone allows you to provide your resume quickly and easily.

Say: Also, when you are invited to an in-person job interview, bring a few copies of your resume.



Slide 16: Customize Your Resume

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Customize Your Resume

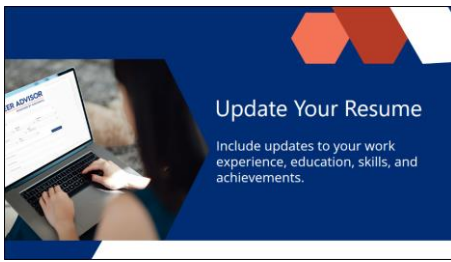
Say: Customizing your resume means adjusting it to match the requirements of the job you're applying for. This can make your resume more effective, increasing the likelihood of you getting hired. Here are some ways to do it:

Say: Emphasize experiences and skills that match the job description.

For instance, a job posting for a retail position may list required skills the employer is looking for like teamwork, verbal and written communication, and organizational skills. Showcase these skills in your resume to show you are a match for the position.

Say: Incorporate keywords and phrases from the job description to demonstrate your fit for the job as well.

Say: By customizing your resume, you increase your chances of getting an interview and showcasing your qualifications effectively.



Slide 17: Update Your Resume

Estimated duration: 1 min

Notes to Instructor:

Notes:

Slide Title: Update Your Resume

Say: When you're on the hunt for a job, it is important to make sure your resume is up-to-date and accurate. Your resume should be considered a "living document," meaning you are always in the process of updating and adding to it.

Say: MCA's Resume Builder allows you to edit and update your resume any time you add to your work experience, gain new skills through certifications or training, and when you reach educational milestones like graduation.

Say: You may want to tailor your resume to the specific job you are applying for, highlighting relevant skills and experiences. MCA allows you to create as many resumes as you like, making it easy to customize each application.



Slide Title: Quote

Say: "The future belongs to those who believe in the beauty of their dreams." So, dream big!

Slide 18: Quote

Estimated duration: 1 min

Notes to Instructor:

Notes:



Slide 19: Questions

Estimated duration: 1 min

Notes to Instructor:

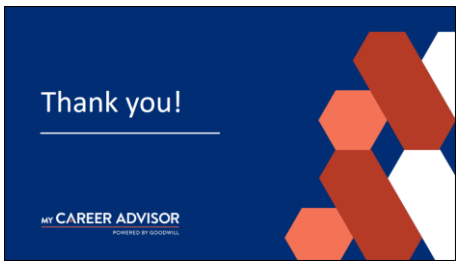
Notes:

Slide Title: Questions

Say: Thank you for your participation today. Are there any questions?

Facilitator Note: Allow for any final questions or comments.

Say: Be sure to use MyCareerAdvisor.com to build your resume, learn about career opportunities, and to search for open jobs near you. Thank you!



Slide Title: Thank You

Facilitator Note: Closeout presentation.

Slide 20: Thank You

Estimated duration: 1 min

Notes to Instructor:

Notes: