Plan for the day: Resumes

In groups: introduce yourselves, then discuss what can each of you contribute to the semesters’ worth of projects. What skills did you put down as holding already? (end by 10:15)

Below are a few links I found in a quick search that discuss using keywords in a searchable resume. Glance through these to get a sense of how the AI/ SEO systems work (assign each group member a website, maybe?) and then discuss the questions following. (end by 10:35; then we reconvene)

<https://www.livecareer.com/quintessential/resume-keywords>

<http://www.careerperfect.com/tips/resume-writing/keyword-optimization/>

<http://www.job-hunt.org/personal-SEO/top-25-job-search-keywords.shtml>

<http://resume-help.org/resume_action_words.htm> (this one is just an amazing list of words!)

Questions:

1. Is putting a list of key words at the top or bottom of your resumes a good strategy? Why or why not?
2. Where is the best place to find key words to put on your resumes?
3. What are 2-3 other items you will need to remember when creating a searchable resume?

a.

b.

c.

If you have time (before we reconvene at 10:35):

* examine your own and then each others’ resumes; jot down notes of items that you think they/you should add.
* look at WIX; begin sorting through samples.

Looking ahead to next week: one of the things I will be looking for in your Career Readiness projects is how your resume has been updated. As part of your update, I am expecting to see language on the skills you think you will get in this class. Look forward at this class’ goals, expectations--through the Assignments, Schedule etc. What do you see that you should change/revamp based on the above discussion of skills? This will also form part of your semester-long work plan.