Objectives:

- Create a Resume using an MS Word template
- Search for jobs on the Internet
- Post your resume on-line
- Learn the purpose of a cover letter
- Learn where to file for unemployment

Prerequisites:

- General computer knowledge, Internet and Search Engines, Basic knowledge on Microsoft Word

This module will show students how to use the computer to search for a job. It will introduce them to the creation of a resume and cover letter utilizing Microsoft Word and will provide information on navigating the Internet and the most common job search sites. It will also point them in the right direction to apply for unemployment.

The Importance of a Resume

The resume is one of the most important tools you will use in searching for a new job or a change in your present circumstances. It is the first impression you make on a prospective employer and can make a difference in getting off on the right foot.

Types of Resumes

Before you begin writing your resume, you should know about the different types of resumes:

1. **Chronological resumes** are organized by company, job titles or accomplishments. **Stay in the same field.**
2. **Functional resumes** are organized by skills and functions. **Change careers.**
3. **Targeted resumes** focus on a specific position. **Focusing on a specific opportunity.**

Begin the Resume

1. To open Microsoft Word, click on **Start**, select **Programs**, select **Microsoft Office**, and finally choose **Microsoft Office Word**, and click on it.
2. A blank Word document will appear.
3. Click on **Office Button**, roll up to **New** and click on it.
4. Click on **Resumes and CVs** on the menu on the left side of the screen.
5. Click on **Basic resumes** on the menu on the right side of the screen.
6. Double-click on **Chronological resume (Traditional design)**.
7. This format will appear and you can change the entire document writing your own information.

[**Street Address**], [**City, ST ZIP Code**]•[**phone**]•[**e-mail**]

[Your Name]

Objective

[**Describe your career goal or ideal job.**]

Experience

| [**Dates of employment**] | [**Company Name**] | [**City, ST**] |

[**Job Title**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]

| [**Dates of employment**] | [**Company Name**] | [**City, ST**] |

[**Job Title**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]

| [**Dates of employment**] | [**Company Name**] | [**City, ST**] |

[**Job Title**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]

| [**Dates of employment**] | [**Company Name**] | [**City, ST**] |

[**Job Title**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]
- [**Job responsibility/achievement**]

Education

| [**Dates of attendance**] | [**School Name**] | [**City, ST**] |

[**Degree Obtained**]
- [**Special award/accomplishment or degree minor**]

References

References are available on request.

Resume Rules

Here are some rules to follow when writing a resume:

Make sure your resume:

1. Is accomplishment-oriented. Everything on the page is built around your achievements: your "triples" and "home runs." It's what makes you unique.
2. Is free of typing errors and spelling errors.
3. Uses active voice, not passive.
4. Is free of lies or mistruths and negative information.
5. Is typed or word processed on plain white, grey or off-white paper (no colors).
6. Is concise and well-organized.
7. Is not too long, preferably no more than two pages.
8. Uses a type size no smaller than 11 point; 12 point is preferred.
9. Is relevant to the position for which you are applying.
10. Use sub-headings to organize and omits graphics or photos.
11. Does not include personal information such as appearance, religion or political affiliations.
12. Makes job titles clear from job functions.
13. Keeps your verbs parallel. That means to always use the same verb tense in each sentence.
14. Does not list your references.
15. Uses bulleted lists to help make the page easy to read.
16. Does not include salary requirements.
17. Is proofread, proofread, and proofread!

Resume Tips

You must continue work on your resume. Remember them to keep these things in mind, as you work:

1. Emphasize your skills as well as your work experience.
2. Emphasize the positive aspects of your age and experience such as maturity, judgment and perspective.
3. State your willingness to work on a specific project or on a consulting basis if that is appropriate for the position.
4. List your training and familiarity with computer software and any other relevant technology.
5. List your education and training in reverse chronological order, starting with your highest degree. Include special courses or seminars that are relevant to the skills needed for the position.
6. Keep paragraphs short, clear and concise.
7. Include such things as professional organization memberships, community activities, military service and foreign languages.
8. Present your strongest points first.

Check and Recheck

When you have finished your resume, check it for the following things:

1. **Spelling:**
   Spelling errors are a sign of sloppiness to prospective employers. Use the spellchecker in Microsoft Word and have more than one person double-check the document.

2. **Grammar:**
   Grammatical errors are a sign of poor education and judgment to a prospective employer.

3. **Readability:**
   If your resume is too difficult to read because of small type or a fancy font, it will end up in the rejection pile before it is even read. Simplicity and clarity are important factors in readability.

4. **Relevance:**
   Focus on the specific job for which you are applying. If possible, meet the stated requirements of the employer. The more you know about the responsibilities and skills required for the target position, the more effective you can make your resume.

5. **Design:**
   Use bold, italics and varying type sizes for emphasis. Balance the material on the page and be consistent so that the eye flows easily over the page. Do not italicize the whole resume or use more than two font styles.

Sample Resume

666W. 13th Street, New York, NY 10011●(212) 555-0440●blach@al.com

Sharon Blachly

Objective

An entry level position in office management.

Experience

| 2004 – Present | The Boys and Girls Club | New York, NY |

Membership Service & Sales

- Contributed to the increase membership sales for nursery education and program classes by 23% from 1996 to 1998.
- Actively canvassed prospective and current members.
- Educated new members about payment plan options.
- Processed membership registration for prospective and current members.

| 1996 - 2004 | Scaffolding, Inc. | New York, NY |

Administrative Assistant

- Maintained executive meeting schedule and travel arrangements.
- Coordinated client and interoffice files and paperwork.
- Managed distribution in a Lotus 1-2-3 database.
- Met and greeted clients

Education

| Business & Computer Science | SUNY Albany | Albany, NY |

B.A. in Business & Computer Science

- Honours degree

Summary of Skills

- Microsoft Office
- Microsoft Word
- Lotus 1-2-3 for Windows
- Excel
- Telemarketing Sales
- Typing (55 wpm)
- Windows XP, Vista, operating systems

References

References are available on request.

Cover Letter

A **cover letter** or **covering letter** is a letter of introduction attached to, or accompanying another document such as a résumé or curriculum vitae. It's frequently send as a way of introducing yourself to potential employers and explaining your suitability for the desired position.

Format

Cover letters are generally one page at most in length, divided into a header, introduction, body, and closing.

- *Header*. Cover letters use standard business letter style, with the sender's address and other information, the recipient's contact information, and the date sent after either the sender's or the recipient's address.

- *Introduction*. The introduction briefly states the specific position desired, and should be designed to catch the employer's immediate interest.

- *Body*. The body highlights or amplifies on material in the resume or job application, and explains why the job seeker is interested in the job and would be of value to the employer. Also, matters discussed typically include skills, qualifications, and past experience. If there are any special things to note such as availability date, you may be included as well.

- *Closing*. A closing sums up the letter, and indicates the next step the applicant expects to take. It may indicate that the applicant intends to contact the employer; although many favor the more indirect approach of simply saying that the applicant will look forward to hearing from or speaking with the employer. After the closing are a valediction ("Sincerely"), and then a signature line. Optionally, the abbreviation "ENCL" may be used to indicate that there are enclosures.

Sample Cover Letter

666W. 13th Street
New York, NY 10011
Home: (212) 555-0440
blach@al.com

January 12, 2010

John Short
General Manager
Action Company
1428 Main St.

Anytown, NY 12222

Dear Mr. Short:

Are you spending too much time handling administrative tasks? Would you like to free yourself from tedious detail work so you can focus on building your business? If the answer is yes, then we should speak.

I offer a five-year track record in office management and administrative support. You will benefit from my following key strengths:

- Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access).
- Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, payroll administration, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support.
- Multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
- A proven reputation, with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office systems, workflows and processes.

I am confident that if you hire me as your administrative assistant, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review, and I will follow up with you in a few days to discuss your administrative support needs. You may also call me at (212) 555-0440 or email me at blach@al.com. Thank you for your time, and have a great day.

Sincerely,

Sharon Blachly
Enclosure

This curriculum material is brought to you through a partnership between Elevate Miami and Oasis Connections.

Job Search Resources

These websites offer career advice, job search tools, resume help, articles and other helpful information for job seekers.

Employ Florida Marketplace (www.employflorida.com)
Employ Florida Marketplace is the Florida's official online portal to virtual job-matching services and many other workforce resources.

ACCESSMiamiJobs.com
(www.accessmiamijobs.com/default.asp?PageID=10005298)

It's a useful tool to connect with local job seekers in industry-specific fields. This service is offered as part of the City of Miami workforce initiative through the strategic alliance with *Jobing.com, community-based organizations and local workforce agencies*.

City of Miami (www.miamigov.com/employment)
It is the official jobsite for the City of Miami.

Miami-Dade County
(www.miamidade.gov/jobs/faqu_applying_for_a_job.asp)
It is the official jobsite for the Miami-Dade County.

USAJOBS (www.usajobs.gov)
It is the official jobsite for the US Federal Government.

Government Jobs (www.govtjobs.com)

It is the web site dedicated to helping individuals find the jobs you are seeking in the public sector.

Craigslist.com (www.craigslist.com)
Classified ads including job postings by city.

CareerBuilder.com (www.careerbuilder.com)
A general job search site that has access to many newspaper classified ads, with a presence in over 200 local markets.

MSN careers with CareerBuilder (www.careers.msn.com)

It is a join between Microsoft and CareerBuilder.

Non-Profit Jobs (www.nptjobs.com)

A service of the *Non-Profit Times* for people seeking employment in the non-profit sector.

Transition Assistance for Veterans (www.taonline.com)

TAOnline is the largest single source of transition assistance information and tools for today's separating military.

CivicVentures.org (www.civicventures.org)

Resources for people who want to use your talents to serve the community.

EmploymentGuide.com (www.employmentguide.com)

Offers nationwide job searching, an education center, a list of resources, information on working from home and listings of job fairs nationwide. It is not specifically geared to mature adults.

Ecojobs.com (www.ecojobs.com) - **environmental job opportunities**
A subscription-based listing of 500+ outdoor and environmental job openings, with a collection of free listings in several categories that will give you an idea of the kinds of job leads you provide.

Hcareers.com (www.retailjobs.hcareers.com/seeker)

Focuses on jobs in the hospitality, restaurant and retail industries.

Monster.com (www.jobsearch.monster.com)
One of the most widely used online job search sites. Resources include searching for jobs, posting resumes, career advice, message boards and research on companies.
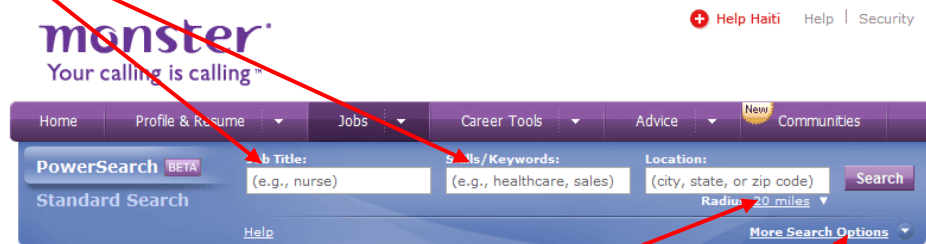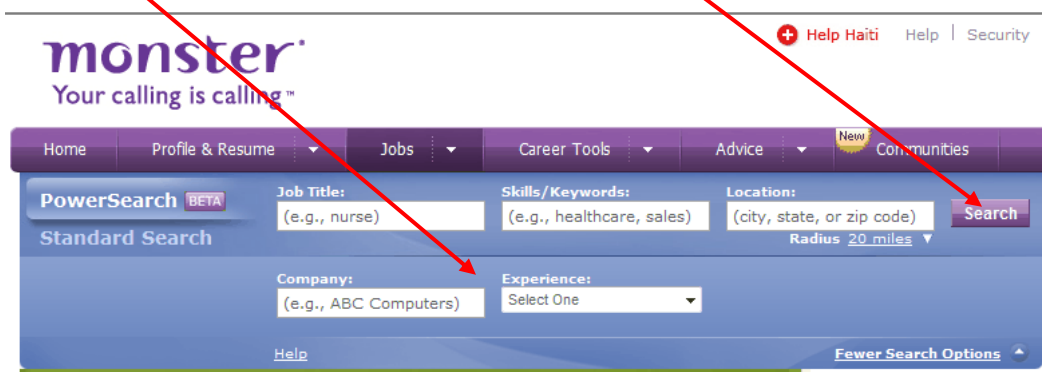
How these sites function.

1. Enter to Internet and on the **address bar** write exactly the address that you have in front of the name in the page above. e.g. www.usajobs.gov
2. The **solicited web site** home page will appear. e.g. **USAJOBS.**
3. Follow the instructions.

Practicing with Monster.com

4. Enter to Internet and on the address bar write www.jobsearch.monster.com.
5. The **Monster.com** home page will appear – similar to one below.
6. Enter **Job Title** to describe the kind of job in which you are interested, e.g. dentist, teacher, etc…
7. Enter **keywords** to describe the skills that you have, e.g. computer, etc…

8. Type in the **city and state** in which you want to work.
9. Although you can click the **Search button** now, click **More Search Options** to enter more criteria to refine the search.

10. Enter more **search criteria** here as you wish. Click the **Search** button now.

11. A list of jobs that meet the criteria will appear – similar to the screen below. Scroll down to see more jobs.

PowerSearch BETA | **13 administrative assistant jobs**   **Sorted By** relevance ▼

Underwriting Administrative Assistant- Bilin...
Best Doctors | Miami, FL, 33126 | 3-5 Years

Job description: Support underwriting customer service by consistently providing world-class level of service to internal (Sales & operational Area) and external customers (Agents and Clients). Provide timely and efficient response to our customer...

Posted on 01/05   🌍 Save Job | 📍 Map

Political and Public Affairs Administrative ...
Intelligent Recruit | Miami, FL, 33131 | 2+ to 5 Years

Political and Public Affairs Administrative Assistant (Miami) Government Services The Consulate General of Canada is seeking a qualified candidate for the position of Political, Economic Relations and Public Affairs Administrative Assi...

Posted on 02/03   🌍 Save Job | 📍 Map | 💼 Salary

Sr Administrative Assistant
CyberCoders | Miami, FL, 33131 | >2 Years

Sr Administrative Assistant jobs in Miami, FL . Send This Job to a Friend Search More Jobs CyberCoders - Be Selective ...

Posted on 02/02   🌍 Save Job | 📍 Map | 💼 Salary

12. Double-click on a job to read the full description. An **Apply** button will appear at the bottom of the job description.

13. Click on **Apply** button, to send the resume and the cover letter.

   a. Write the **Email address.**

   b. Press **Browse** button to select the **resume** saved.

   c. Select the box **I want to include a cover letter.**

   d. **Copy and Paste** the cover letter chosen.

   e. Select the box **I have read, and I accept.**

   f. At the end press **Submit** button.

   g. The application was sent.

You are applying for:

Receptionist/Administrative Assistant at Hollub Homes

Enter Your Contact Email Address   * Required ❓

❗ **Email address**   Use my Monster membership to apply

[   ]   Email address required.

Resume

| Upload a new resume | * Select a resume [   ] Browse... |
| Copy & paste a new resume | (doc, docx, rtf, or txt, 500KB or smaller.) |

Cover Letter

☐ I want to include a cover letter.

* ☑ I have read, and I accept, Monster's Privacy Policy and Terms of Use
☐ Please send me a copy of this application.

Privacy notice: Your name, your resume, and the email address you entered will be saved to comply with Monster's internal reporting needs and to allow us to contact you regarding your application, if necessary. We will not disclose this information to anyone other than this employer.
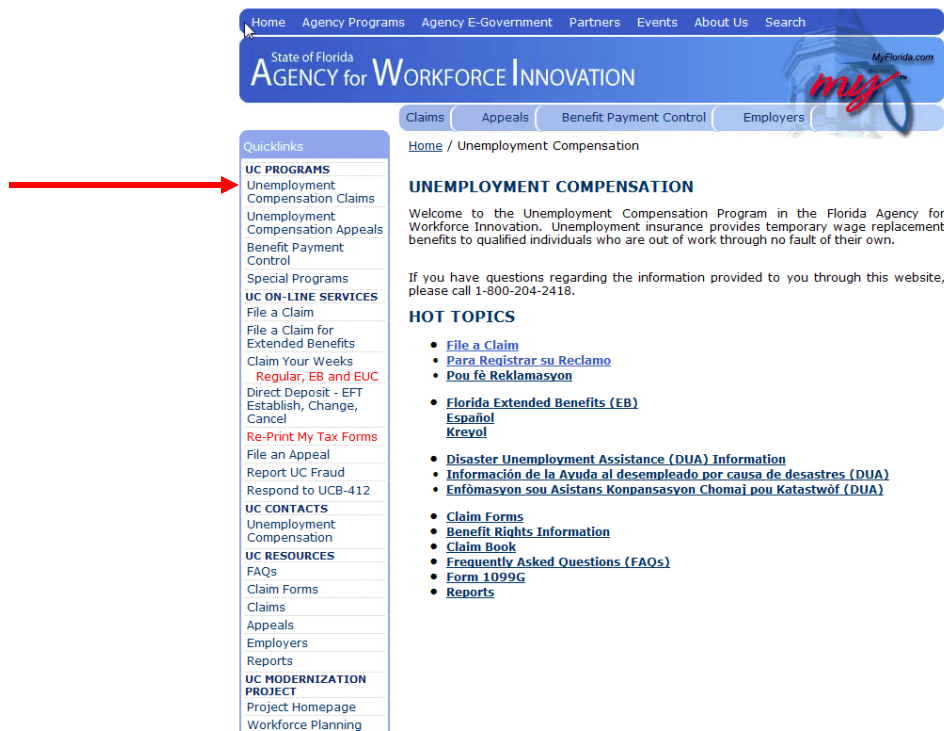
[Cancel]   submit

File for Unemployment

Employees affected by a layoff may be eligible for unemployment insurance benefits. In order to apply to benefits of unemployment in Florida.

1. Enter to Internet and on the address bar write www.floridajobs.org/Unemployment/index.html
2. Select **Unemployment Compensation Claims.**
3. Follow the instructions.

The Agency for Workforce Innovation website contains a variety of helpful tools, links and resources. If you have questions concerning unemployment benefits call 1-800-204-2418.

If you need help, please call or go to One-Stop Career Center. You are designed to provide a full range of assistance to job seekers under one roof. Established under the Workforce Investment Act, the centers offer training referrals, career counseling, job listings, and similar employment-related services. Customers can visit a center in person or connect to the center's information through computer or kiosk remote access.

Below, you have a list of the One-Stop Career Centers in Miami-Dade County.

One-Stop Career Centers – Miami-Dade County

Carol City One Stop Career Center - 4814 4690 NW 183rd Street CAROL CITY, FL Phone: (305)620-8012 - Fax: (305)620-9713 djulmiste@southfloridaworkforce.com	**North Miami Beach One Stop Career Center - 4830** 633 NE 167 Street - Suite 200 N MIAMI BEACH, FL33162 Phone: (305)654-7175 - Fax: (305)654-7188 mgil@southfloridaworkforce.com
Hialeah Downtown One Stop Career Center - 4811 240 E 1 Avenue - Suite 208 HIALEAH, FL33010 Phone: (305)883-6925 - Fax: (305)883-6910 mrojas@southfloridaworkforce.com	**Northside One Stop Career Center - 4850** 7900 NW 27 Avenue - Suite 200 MIAMI, FL33147 Phone: (305)693-2060 - Fax: (305)693-2071 hclayton@southfloridaworkforce.com
Hialeah Gardens One Stop Career Center - 4808 2851 W 68 Street - Suite 14 HIALEAH, FL33016 Phone: (305)826-4011 - Fax: (305)826-8022 bmarmol@southfloridaworkforce.com	**Offender Service Center - 4861** 1550 NW 3 Ave. - Bldg. C MIAMI, FL33125 Phone: (305)374-1987 jacevedo@southfloridaworkforce.com
Homestead One-Stop Career Center - 4840 140 NE 8 Street HOMESTEAD, FL Phone: (305)242-5373 - Fax: (305)242-2437 jinfante@southfloridaworkforce.com	**Perrine One Stop Career Center - 4835** 9555 SW 175 Terrace MIAMI, FL Phone: (305)252-4440 - Fax: (305)278-1066 msolares@southfloridaworkforce.com
Little Havana One Stop Career Center - 4815 701 SW 27 Avenue - 7th Floor MIAMI, FL33135 Phone: (305)643-3300 - Fax: (305)643-7240 efajardo@southfloridaworkforce.com	**MIAMI BUSINESS CENTER** 7300 Corporate Center Drive - Suite 500 MIAMI, FL33126 Phone: (305)594-7615 rfulton@southfloridaworkforce.com
Miami Beach One Stop Career Center - 4818 833 6th Street - 2nd Floor MIAMI BEACH, FL33139 Phone: (305)532-5350 mmenendez@southfloridaworkforce.com	**West Dade One Stop Career Center - 4810** 2700 SW 97 Avenue MIAMI, FL Phone: (305)228-2300 - Fax: (305)228-2321 llopez@southfloridaworkforce.com
REFUGEE HUB 7300 Corporate Center Drive MIAMI, FL Phone: (305)594-7615	**Youth Centers/Providers - 4819** 7300 Corporate Center Drive - Suite 500 MIAMI, FL33122 Phone: (305)594-7615
Monroe County One Stop Career Center - 4845 111 12 St., S 311 & 312 KEY WEST, FL Phone: (305)292-6762 - Fax: (305)292-6891 nfitzgerald@southfloridaworkforce.com	

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