Job Applications Resources

Personal Data sheet (application cheat sheet)

Job retention class – paper template for applications/resumes

MVAC – Adventure Curriculum to teach individuals on resumes/applications, also use the application checklist

Requesting Social security document with employers that paid into social security to help with job gaps for clients

MCIS websites for high school students

Some staff use practice application

Resumes Resources

Many providers use a template

Winway resume program

Onet/Career wise

Resume samples on google however be cautious on using the websites as they probably will charge the individual to print/upload, etc

MS word templates

Resume packet for clients – cover letter, data record, resume samples, references, do’s and don’ts

MRCI – packet of sample applications/resumes, resume template, assets and strengths worksheet from Denise Bissonnette

VRS staff learned about a new style of a resume called a one page profile for individuals with limited work experience

UI website – has four job search videos –one on resumes

www.jobscan.co – can paste job description and resume to evaluate how you match the job positing for skills/targeted words

one group is doing more paper template to document skills to start when working with individuals with limited English skills

Styles of resumes and targeting:

Styles depend on client and job applying for

Resumes – common rule of thumb is 1 to 2 pages long, typically only going back to last ten years of work history or three jobs

Suggested combo style resume for individuals doing a career change, limited recent work history or spotty work history

Misc:

One person read a study that indicated that employer look at cover letters more than resume