A4TD
ASSOCIATES FOR TRAINING & DEVELOPMENT

ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
SINCE 1983

Network to Work – Participant Guide
June 2024
Resumes for 2024's Mature Worker

Network to Work Lessons & Materials are on the Participant Portal at: **A4td.org / a4tdtraining**	**Meeting Ground Rules:** • Silence your phones • Maintain Confidentiality • Listen to others • Participate

Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter

Today's Agenda:

1. **Introductions:**
   - Tell us your **name** and **job goal** or **current training.**
   - **Icebreaker Question:** What's the last thing you completed that you're proud of?

2. **Review Last Month:**
   - **Avoiding Hiring Scams**
   - Your homework was to review the FTC website on Hiring Scams. Would anyone like to share the most important piece of advice they took away from the lesson or site?

3. **This Month:**
   - **Resumes:**
     - We will review the resources on pages 3-6 in this packet
   - **Your homework** will be to go online to https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx and build your updated resume!

4. **Celebrations!**

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- Please share your achievements: Classes taken, Training received, and Jobs!

5. **Programmatic Assurances:**
   - Due to Department of Labor regulations, we cannot pay for hours unless you are training. We try to minimize days on Leaves of Absence.
   - You are required to contact A4TD and your Training Site if you are sick and unable to report to training. You may make up the time within the pay period.
   - Worker's Comp covers all participants. If injured or you encounter problems at your Training Site, immediately notify A4TD and your Training Site Supervisor.

6. **Workplace Safety Video:**
   - Link: https://youtu.be/dBf6BTX1bmM?si=ZiUEI1fo2vQaFsC5
   - **What Causes Accidents?**
     This safety training video outlines the two causes of most accidents and the human behaviors that make accidents happen. Understanding these causes and behaviors can help us reduce both the frequency and severity of accidents.

7. **A4TD News:**
   - **SCSEP Orientations** – Please see flyer on **page 8** of this packet to **share** with friends and family that may also benefit from this program.
   - **Upcoming A4TD Closures**: June 19, 2024: Juneteenth and July 4, 2024: Independence Day

8. **Timesheet Reminders:**
   - Names, Places, Dates, Signatures: All must be filled out!
   - Do not forget to total in both the right hand column and at the bottom
   - NEW Offsite training must be explained with just the hours breakdown and name of the provider (organization, school, or online platform)
   - It is your responsibility to save your paystubs. A4TD finance cannot re-mail batches of paystubs.

9. **Next Meeting:**

   - _____day, July _____, 2024 at _____
   - **WILL BE ON ZOOM:** This is mandatory harassment training similar to what you will find at all of your future employers. Look for the link and reminders in your email.

Resume Building using CareerOneStop

A4TD works closely with our local American Job Centers to guide you on your job search journey. During your time in SCSEP with A4TD, you are expected to register with the local American Job Center and use their job readiness resources.

Today we will go over the online resources the American Job Centers provide for Resume Building at their CareerOneStop site. We encourage you to meet with the certified resume coaches at the local American Job Center.

Your homework assignment for this Network to Work Meeting is to create an updated resume for yourself using the resources and links below and bring it to the August NTW Meeting.

Resume Tips for Mature Workers

https://www.careeronestop.org/ResourcesFor/55PlusWorkers/resumes-and-cover-letters.aspx

It is very important for experienced workers to custom fit their resume to each job opening. Two decades or more of work experience is a lot to draw from. However, employers won't sift through it to find the gems. Instead, analyze your skills and emphasize those related to the job you apply for. Minimize or even drop off minimally related experience.

More tips for older workers:

- Write a "combination" resume to emphasize skills and accomplishments and downplay the length of your career.

  o Cluster your skills under three or four categories that are important to the open position. These may include leadership, teamwork, innovation, computer skills, communication skills, supervisory skills, and so on.

  o Then briefly list your employment history beneath that, citing 2-3 major accomplishments for each job. Include the past 10-15 years.

- Computer skills are important in nearly all jobs. Be sure to list your computer software knowledge and technology-related skills.

- Make sure the words in your resume reflect the current terminology of your field.

- List where you went to college or job training and any degrees you've earned, but not the years you received them.

- Leave out irrelevant jobs you've held, particularly those from more than 15 years ago.

- Include your social media accounts in the contact information on your resume. (LinkedIn, Facebook, blogs, etc.) Potential employers and networking contacts are increasingly using these to identify and learn about job seekers, so be sure to [manage your online image](#).

- Most employers want your resume to be submitted electronically. To ensure your resume passes the initial online screening, follow these [applicant tracking systems guidelines](#). When you send your resume, or before you hit the "submit" button for a job application, check the preview screen to review and correct errors. Visit CareerOneStop's [Resume Guide](#) for more ideas

Ready to create a brand-new resume? Or update your old resume?

https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx

CareerOneStop's Resume Guide will help you create a resume that will stand out in today's job market.

You'll find:

- A step-by-step plan for what to include in your resume

- Tips to write, format, and polish your resume

- Resume samples, resume templates

- Online resume tips, including using tools like LinkedIn and Facebook

- Professional resume tips

Get started by learning [why you need a great resume](#)!

Need some personal assistance for your resume?

https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/GetMoreResumeHelp/get-more-resume-help.aspx

Looking for more help with your resume? Try these resources:

- American Job Centers are located in every state, and can assist you with resume writing, skills assessment, job search strategies, and more. Find an American Job Center near you.

- Your public library is also a great resource for resume and job search books; many offer free resume-writing and job search workshops. Locate your local public library.

Example Resume Entry for SCSEP Experience

Intern - Senior Community Service Employment Program (SCSEP)   10/ 2018 – 10/ 2019

Assignment – **Living Well Community Center –** Brussel Sprouts, VA

Receptionist and Information Clerk for busy community center. Greet visitors, manage and direct visitor flow, ensuring each visitor reached their destination. Operated a multi-line phone system, answered queries, transferred and screened calls. Updated monthly online activities calendar on Google, printed for distribution to community. Scheduled tax appointments through tax season (January thru April) for VITA (Volunteer Income Tax Assistance). Created and distributed spreadsheet and welcome letters of new homeowners in Bridgeport and maintained a log of donor contributions for the center. Aided in computer class set-up and acted as a proxy for new lesson plans.

Stay Connected:

1. Visit the Participant Portal:

Go to A4TD.org and click on this symbol 👤 Sign in as a4tdtraining (all lowercase, all one word)

2. Follow and Like A4TD on Facebook & LinkedIn:

3. Share SCSEP with Friends & Family: