



## PURPOSE

The purpose of this virtual workshop is to demonstrate how to prepare an efficient resume and to prepare users for future job interviews.

## SETTING

Internet access is required to be able to attend this virtual workshop. Participants may sign up online at our website, and they will receive a Zoom meeting invite prior to the day of the workshop. The session will also be recorded with closed captioning and will be available online at a later date.

## RATIONALE

Resumes are "first impressions" for potential employers. The job market is competitive, and it is important to stand out when applying for jobs. A clear, well-developed resume could be the deciding factor when employers are looking for candidates to hire.

## PROGRAM CONTACT

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# Virtual Resume Preparation Workshop at Hickory Public Library:

## Professional Development Plan

### AUDIENCE

The intended audience for this training session includes residents of Catawba County, NC who wish to gain experience with resume building and preparation. The workshop is open to ages 16+, with most participants expected to be between the ages of 18-35. To accommodate individual needs of attendees, this workshop should have no more than 10-15 participants.

### NEEDS OF LEARNERS

This workshop is most valuable to those with a high school diploma or equivalent. Participants should have basic computer skills, such as typing, opening computer programs, and navigating web pages. They should also have a valid email address. This workshop will be presented in English, but there could be additional workshops available in Spanish or other languages.

### INSTRUCTIONAL OBJECTIVES

The objective of this instructional workshop is to introduce participants to the basics of resume building and preparation. They will be introduced to different types of resumes, acceptable formats, and will be given tips on how to highlight their qualifications and accomplishments. In addition, participants will be shown examples of successful resumes and will learn how to navigate various resume templates.

# Plan for Instruction:

Hickory Public Library will be hosting a virtual workshop where participants will learn how to prepare a resume that they may use for future job-related purposes. They will also learn how to market themselves and their skills as they would for job interviews. This workshop is for beginners, and this is a trial run for this program to get a feel for the virtual atmosphere; in-person workshops may also be considered.

## SUPPLIES

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- Zoom software
- Computer with webcam for presenting
- Complete sample resumes
- Microphone
- Reliable internet access
- Participants must also have a computer and reliable internet access to join and view the workshop

## ACTIVITIES

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**General overview/discussion:** The instructor will begin the workshop with an overview and discussion about the importance of resumes. There are several key points that will be covered over the duration of the workshop:

- Basics of resumes and the need for accuracy
- Format, content, and characteristics of resumes
- Section requirements: instructor will go over each section individually with the group (education, work experience, skills, contact information, references)
- Organization and use of limited space/brevity
- Terminology and chronological vs. functional

**Examples and Visual Aids:** Participants will be shown examples of efficient resumes so they will get a feel for what is most effective.

**Marketing Yourself & Your Skills:** The instructor will highlight the importance of the skills section of the resume as well as how participants can market themselves in job interviews.

**Online Templates/Social Media:** Participants will be shown various free online resume building tools that they may use to design their own resumes. The instructor will also go over the do's and don'ts of social media during a job search. Websites covered include [ZETY](#), [INDEED](#), [CANVA](#), and [RESUME.IO](#). Each will be covered briefly to introduce participants to various online resume templates.

## LEARNING OBJECTIVES

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- Participants will become familiar with terminology, organization, format, and general section requirements
- Participants will know how to market themselves and their skills, as well as gain experience talking about themselves to others as they would for job interviews
- Participants will explore sample resume themes/styles
- Participants will learn how to navigate resume templates and online resume building tools
- Participants should be able to leave with the skills necessary to create their own resumes for future use

## DISCUSSION/FEEDBACK

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This portion of the workshop is for more specialized needs and individual questions. After workshop activities, participants may use this time to ask questions that pertain to themselves, the group, or share experiences they have had in the past, etc.

## EVALUATION FOR INSTRUCTOR

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Participants are invited to take this short 6-question survey below regarding overall satisfaction with the workshop. The link will be provided at the end of the presentation and takes only 1-2 minutes to complete. Open-ended questions would be ideal but would require a paid subscription. Questions are also provided below.

Survey link: <https://www.surveymonkey.com/r/9XL5VMG>

## POST-EVENT FEEDBACK SURVEY

Thank you for attending Virtual Resume Preparation Workshop- Hickory Public Library. Your feedback will help us to improve future events.

1. Overall, how would you rate the event?

- Excellent
- Very good
- Good
- Fair
- Poor

2. This workshop provided useful information that is relevant to me.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

3. The information was organized and presented effectively.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

4. How would you rate the length of this workshop?

- Much too long
- Too long
- About right
- Too short
- Much too short

5. I plan to apply what I learned in this workshop.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

6. Would this workshop have been more useful to you face-to-face rather than virtual?

- Yes
- No
- Undecided

**The following poster was made in Canva and will be used to advertise this workshop.**

HICKORY PUBLIC LIBRARY PRESENTS

# Virtual Résumé Preparation Workshop



*Let us help you build your ideal resume!*

**SATURDAY, JULY 24, 2021**  
**9 AM - 12 PM**

Join us via Zoom for the upcoming Virtual Résumé Preparation Workshop. Space is limited, so those interested should register online by July 18, 2021 at [www.hickorync.gov/library](http://www.hickorync.gov/library).



*Learn basic resume writing skills, techniques, and discover how to market yourself and your skills during job interviews.*

Effective resumes can help you land the perfect job opportunity. With the help of our workshop, you can make a lasting first impression with an organized resume that stands out from the rest!

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For inquiries, please reach out to the Program Coordinator,  
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