

# Life After VISTA: Resume Workshop

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**Introduction:** Searching for a job after VISTA can be stressful but one way to minimize that stress is to feel confident about your skill set and resume. Deciding how your resume should look and what information to include can be tricky, especially because there are so many different opinions out there. Many tips can be found by simply Googling “resume building” but often times the advice is conflicting or difficult to apply to your personal resume.

The goal of this workshop is to work together through the process of building a resume and to have the opportunity to share our own “best tips” while learning from the others on our team. The advice covered in this workshop is not a guarantee that your resume will appeal to all hiring managers, but it will start you on the path toward a resume that represents you and your experiences. Remember that every position is different, as is each hiring manager. When applying to a new position, always seek feedback on your resume, even if you have proofread it a million times.

**Time Commitment:** 1.5 - 2 hours

**Structure:** For this workshop, we will choose a position for which to apply and construct a resume designed specifically for that that position. Each participant will be assigned a part of the resume to attend to and give their best advice. Beginning at the top of the resume, we will begin constructing down and each team member will give their best advice once we get to their assigned category. After the assigned presenter has been given a chance to speak, the other team members can jump in with alternative suggestions. Then, as a team, we will decide on the best format and move on to the next category. At the end of the resume building period, we will have constructed a resume from top to bottom, using both individual opinion and teamwork. After creating the resume, leave at least 30 minutes to partner up and apply the tactics we just learned to your personal resume.

**Materials:**

- 1 Job Description
  - \*I chose a description for a Project Coordinator position found on Indeed.com
  - \*It may be helpful to print enough copies for the entire team
- 1 Pack of index cards
- Pens/pencils/notepaper
- Laptop/ Projector
- \*Optional: if you do not have the technology, you can do this on a whiteboard or project paper, you just won't be able to fool around with fonts, format, etc.
- Each participant should bring a copy of their current resume and VAD

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## **Preparation:**

Before the workshop, the facilitator should divide the index cards into the following categories:

- Contact details
- Personal Statement/ Objective
- Work Experience (4 examples on 4 separate cards)
- Internship Experience (2 examples on 2 separate cards)
- Volunteer Experience (2 examples on 2 separate cards)
- Education/Degree/GPA
- Course work (3 courses on 1 card)
- Awards
- References

On the back of each card, make up some information to provide the group with a starting point. The goal is for the team to have the basic information then add, remove, or change the vocabulary to make it better. Not all of the cards will have a place on the final resume. For example, I provided 4 examples of work experience but only 2-3 will make it to the final draft. Also, with the work experience, volunteer experience, and internship experience, I added a lot of additional information pertaining to the position so the group would have the opportunity to reference the job description and choose the most important information to be included on the final draft of the resume.

## **Facilitation:**

- 1) Warm the team up by asking what they have seen on resumes and what they like or don't like about what they've seen. Note their suggestions on the computer, whiteboard, or project paper.
- 2) Divide the prepared index cards evenly among your group.
- 3) Decide who will go first. The group can begin at the top with the contact information or just go around the table and arrange the information accordingly. As the participant reads the card, the facilitator will type the information into Word.
- 4) After each participant reads their card(s), decide as a group how to present the information. Consider the following:
  - Vocabulary, keywords
  - Pertinent information
  - Format, font size
- 5) Repeat until all index cards have been addressed
- 6) Proofread until everyone is satisfied with the outcome. Play around with different suggestions and formats.

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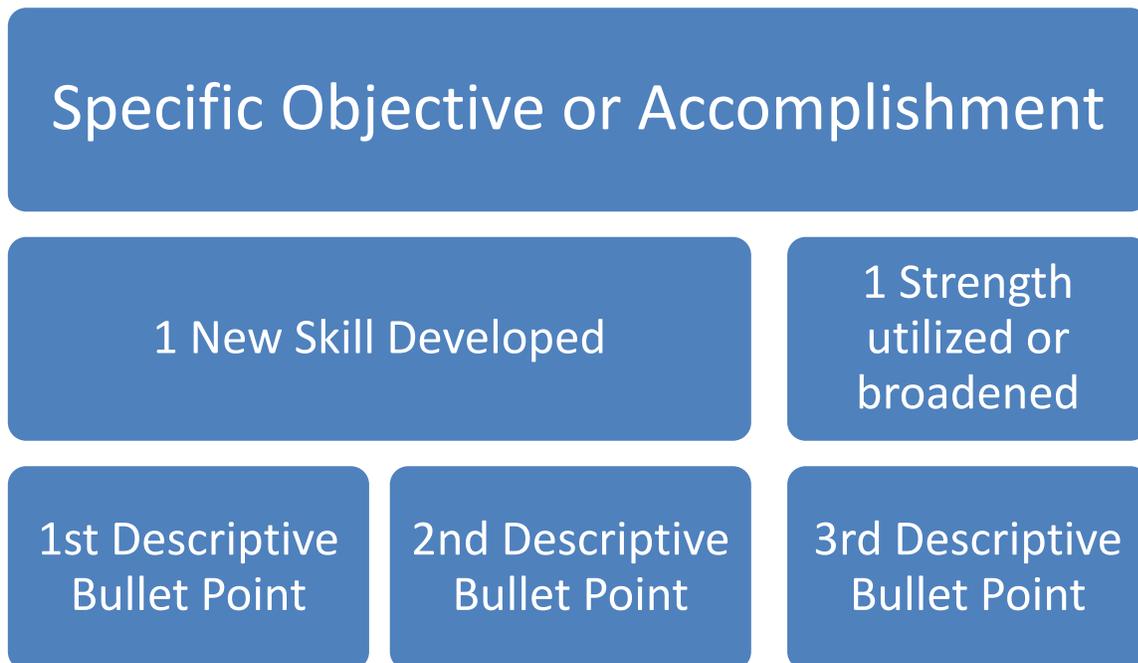
- 7) Address anything they would like to work on with their personal resume. It may be easier and more efficient to partner up at this time. Use the VAD to Resume template below to help the group transition their goals and objectives from their VAD and make them skills on their resume.

### **Additional Information:**

The following pages are filled with the tools I used during the workshop. You can compile your own or use what you find below.

### **VAD to Resume Template:**

Use the template below to easily identify and break your VAD down into specific accomplishments related to the goals achieved. Once you have a template for each objective or accomplishment, choose the bullet points most directly related to the job description and add them to your resume.



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## **Suggested Words for Resumes:**

*\*Adapted from [www2.ferrum.edu/career/guide/keykeywords.html](http://www2.ferrum.edu/career/guide/keykeywords.html). Try using these when creating the resume. Also*

### **Action Verbs**

accelerated	activated	adapted	administered	analyzed
approved	assisted	completed	conceived	conducted
controlled	coordinated	created	delegated	developed
directed	eliminated	established	evaluated	expanded
expedited	experienced	expanded	facilitated	generated
implemented	improved	increased	influenced	initiated
interpreted	launched	lead	lectured	maintained
managed	mastered	motivated	organized	originated
participated	performed	pinpointed	planned	prepared
programmed	proposed	proved	recommended	reduced
reinforced	revamped	reviewed	revised	scheduled
set-up	simplified	solved	streamlined	structured
supervised	supported	taught	trained	worked
removed	reorganized	repeated	responsible	

### **Self-descriptive Words**

accurately	active	adaptable	adept	aggressive
alert	ambitious	analytical	assertive	astute
attentive	aware	broad-minded	challenging	competent
conscientious	consistent	constructive	contributor	creative
dependable	determined	diplomatic	disciplined	discreet
diverse	dynamic	easily	economical	efficient
energetic	enterprising	enthusiastic	exceptional	experienced
expertise	extensively	extraverted	facilitator	fair
forceful	foresight	high-level	honest	imaginative
independent	initiative	innovative	instrumental	insightful
leading	logical	loyal	mature	methodical
objective	optimistic	participated	perceptive	personable
pioneering	pleasant	positive	practical	productive
readily	realistic	reliable	repeatedly	resourceful

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responsible	responsive	self-reliant	sensitive	sincere
sophisticated	strongly	systematic	tactful	talented
unique	versatile	vigorous	will travel	will relocate

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### **Sample Job Description:**

*\*Found on Indeed.com; taken directly from [jobs.thementornetwork.com](http://jobs.thementornetwork.com). Pretending to apply to a real position allowed my group to tailor the resume specifically for this description. The same process can be applied when they actually apply for a future position.*

#### The Mentor Network - Program Services Coordinator

Founded in 1991, Georgia MENTOR provides home and community-based services to adults and children with intellectual and developmental disabilities and youth with behavioral, emotional or complex medical needs. Through a range of individualized programs—including Therapeutic Foster Care and Host Home program—Georgia MENTOR focuses on building positive relationships that provide the foundation for development, growth and change.

Georgia MENTOR is a partner of The MENTOR Network, a national network of local health and human services providers offering quality, community-based services to adults and children with intellectual and developmental disabilities, brain and spinal cord injuries and other catastrophic injuries and illnesses, and to youth with emotional, behavioral and medically complex challenges as well as their families. With opportunities from coast to coast, when you join Georgia MENTOR and The MENTOR Network, you'll make a difference every day and help to provide quality of life enhancing services to individuals across the country.

#### **Description**

Every person needs the support of others, but we look for very special people to support individuals with disabilities; children with emotional, behavioral or medical complexities. As a **Program Services Coordinator** with Georgia MENTOR you'll be one of those special people.

Program Services Coordinators are a critical link to the community for those we serve, as well as serving as a bridge between our direct care and clinical staff to ensure the seamless delivery of services to the individuals we support.

For Georgia MENTOR and The MENTOR Network the Program Services Coordinator is critical to our success and exemplifies the wonderful mission driven work we do here every day.

To that end, the Program Coordinator role is a fantastic role to continue your career path in Social and Human Services with a myriad of career options to move up and across the organization. We in fact have many success stories from people at all levels that have followed the Program Services Coordinator path.

Georgia MENTOR is seeking a **Program Services Coordinator** to coordinate the development and implementation of services and treatments to clients/individuals. Program Services Coordinators oversee all services provided to individuals and their families, monitors quality of care delivered, and monitors corporate and regulatory program compliance.

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### **Qualifications/ Requirements:**

- Bachelor's degree in human services or related field and two years of related work experience working with the population served preferred
- An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.
- Valid driver's license in good standing
- Car registration and vehicle insurance if providing transportation for individuals receiving services
- Successful clearance of local and/or state background checks

Founded in 1980, The MENTOR Network is a national network of local human services providers offering an array of quality, community-based services in more than 30 states to adults and children with intellectual and developmental disabilities, brain and spinal cord injuries and other catastrophic injuries and illnesses, and to youth with emotional, behavioral and medically complex challenges as well as their families.

### **Sample Index Cards:**

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*Keep in mind that with the index cards, participants can make up or elaborate on any information that would more specifically highlight accomplishments or relevancy. Some information is there to be remove or made better..*

<p>Contact Details:</p> <p>Marvin K. Mooney          125 26<sup>th</sup> Ave West          Washington, DC 20551          205-321-8567          MKMooney@gmail.com</p>	<p>Work Experience #1</p> <p>AmeriCorps VISTA Member- Connecticut Campus Compact. New Haven, CT. Youth Programs Coordinator. 2012-2013.          Accomplishments: Coordinated program which serves at-risk youth, teens, and young adults. Increased program enrollment, developed program website, recruited and managed 17 volunteers, implemented 2 after school programs and coordinated the CTCC summer program. Served 107 clients.</p>
<p>Personal Statement/ Objective:</p> <p>I am interested in obtaining a position within a non-profit organization to use and further expand my professional skill-set.</p>	<p>Work Experience #2</p> <p>Youth Mentor, YMCA Afterschool Program. New Haven, CT. 2010-2012.          Accomplishments: Accompanied children on afterschool field trips to the Children’s Museum, movie theater, and MLK recreational park. Coached weekly basketball team for the YMCA. Tutored children immediately after school, before basketball practice. Supervised youth during snack time.</p>
<p>Work Experience #3</p> <p>Summer Camp Counselor. Camp Pioneer, Burlington, VT. 2005-2011. Seasonal.          Accomplishments: Organized activities and games for participants. Mentored youth. Assisted is organizing annual Cabin Wars. Supervised Children for 3 daily planned activities and free time. Acted as a liaison between the camp director, camp attendees, and parents.</p>	<p>Work Experience #4</p> <p>McDonald’s Restaurant. Server. New Haven, CT. 2004-2007. Accomplishments: Provided customer service. Prepared food. Attended monthly customer service training sessions.</p>

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<p>Internship # 1</p> <p>Upstate Cerebral Palsy, Summer 2010. Assisted with transportation of patients to and from appointments. Assisted UCP staff in program coordination and scheduling appointments. Assisted when needed during lunch and dinner. Trained new volunteers.</p>	<p>Internship #2</p> <p>Flushing Elderly Care Home. Summer 2009. Spent time with residents. 15 hours per week. Assisted wherever needed.</p>
<p>Volunteer Experience #1</p> <p>New Haven Children’s Hospital. Volunteer. 2009-2011. Read books to children. Organized Volunteer Halloween Party. 5 hrs/wk.</p>	<p>Volunteer Experience #2</p> <p>Barker Humane Society. September 2010. Walked dogs. Cleaned cages. 15 hrs. total.</p>
<p>Education:</p> <p>Valley High School, 2006. New Haven, CT. GPA 3.7</p> <p>Boston College, 2011. Boston MA. GPA 3.1 Major GPA 3.6. Major: Social Work, minor: Spanish.</p>	<p>Coursework:</p> <p>Study Abroad: Barcelona, Spain. Spring 2010.</p> <p>Senior Thesis: Our Children’s Future: The Reality America’s Education System.</p>
<p>Organizations:</p> <p>Future Teachers Association. Intramural Volleyball, Sigma Chi Fraternity.</p>	<p>Awards:</p> <p>Presidential Scholarship, Ed Segal Award. All-Conference Champion – Volleyball.</p>