

# ALTW 212: JOB SEARCH SKILLS: THE RESUME

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree &amp; Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- A successful student will be able to identify his or her top skills and qualifications and relate them meaningfully to a realistic job objective.
- A successful student will be able to develop and write a "working" resume on the computer.
- A successful student will be able to identify best practices and avoid common mistakes in resume writing. -
- A successful student will be able to fill out a master and on-line job application.
- A successful student will be able to write a professional cover letter, relating his or her skills and experience to a specific job and employer.

## Description

Focuses on successful resume writing techniques including the creation and completion of a resume. In addition, understanding online electronic processes for submission of resume, hidden job market, and types of resumes. Development of a master application that will be used in the job search processes.

## Course Objectives

The student will be able to:

- Identify competitive workforce skills.
- Match skills to a realistic job objective.
- Identify and develop work traits and work-related skills.
- Identify the types and purpose of different resume formats.
- Create and develop a customized resume that matches appropriate entry level job objective(s).
- Complete a resume in hard and soft copy formats.
- Understand the online process for submitting and following up on job applications.

## Course Content

- Competitive workforce skills
  - Labor Market standards
  - Productivity in the marketplace
  - Entry-level job requirements
  - Transferable skills

- Pay levels, wages, career opportunities
- Career paths
- Progression of entry-level to journey level skills
- Develop a resume that matches appropriate entry-level employment opportunities
  - Chronological, functional and hybrid formats
  - Career portfolios
  - Electronic and scannable resume formats
  - Online resume processes
- Components of resume
  - Job objective
  - Summary of skills
  - Keywords
  - Educational and vocational goals
  - Academic projects and internship/vocational experiences
- Successful work behaviors
  - Good customer service skills
  - Positive thinking and problem solving skills
  - Rethinking employment gaps
    - Addressing barriers to employment
    - Disclosure of disability
    - Accommodations
    - Difficult questions
    - Solutions and proactive approach
- Completion of resume in hard and electronic formats
  - Peer feedback
  - Professional level feedback
  - Guest speakers
- Job fair strategies/mechanics
  - Participating in job fair
  - Talking points
  - Follow-up

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

Accessible classroom.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Class participation
- Resume critiques
- Resume completion
- Master application completion
- Classroom assignments
- Teamwork assignments
- Binder with completed classroom assignments and handouts, homework and all graded course assignments and projects
- Homework assignments
- Quizzes and final exam

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture
- Discussion

- C. Guest speakers
- D. Demonstration
- E. Written and online resume and job applications

## **Representative Text(s) and Other Materials**

Hinds, Maurene. [The Vault Guide to Resumes and Job-hunting Skills: A Step-by-step Guide to Preparing for Your Job Search](#). 2016.

## **Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments**

- A. Reading assignments: read sample resumes, review career related websites, such as Career Cafe, Learning Up.
- B. Writing assignment: compose working resume on computer and send as an attachment to instructor for review and critique.
- C. Writing assignment: send final resume to employers for specific entry level position in private industry, non-profit or government organizations.
- D. Master application
- E. Midterm binder review

## **Discipline(s)**

Developmental Disabilities: Disabled Students Programs and Services