

ALTW 212: JOB SEARCH SKILLS: THE RESUME

Foothill College Course Outline of Record

Heading	Value
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	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

- 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

- Lecture
- Discussion
- Guest speakers
- Demonstration
- 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