



WORK-BASED LEARNING PROGRAM

MID-QUARTER PROFESSIONAL DEVELOPMENT ASSIGNMENT

Due **February 20, 2020**

As a professional development opportunity, Work-Based Learning students have their choice when completing their mid-term assignment. Students must complete 2 of the assignments listed below. Detailed instructions, worksheets, and forms are available from the WBL Coordinator.

- Workshop
 - Attend a professional development workshop or networking event (minimum 45 minutes.) This may be a WBL Resume Workshop, Workforce Wednesday, Tahoe Chamber or Tahoe Regional Young Professionals Mixer, or another local event. (Please see the WBL Coordinator for approval of events that are not listed.)
 - Submit the Workshop Worksheet
- Current resume
 - Email a PDF of your resume to the Work Experience & Internship department
 - Review the Resume with your Instructor **or** LTCC Career Coach Beth Marinelli-Laster (marinelli-laster@ltcc.edu)
 - Make suggested updates and resubmit in PDF format
- Job Interview Preparation
 - Schedule a mock interview with the WBL Coordinator
 - Complete the Interview Preparation Worksheet
 - Complete a mock interview
 - Complete the Interview Reflection Worksheet
 - Submit the Interview Worksheets
- Create a LinkedIn account
 - Complete a profile
 - Connect with 10 people
 - Follow 5 pages that interest you
 - Follow Lake Tahoe Community College
 - Post an article that is relevant to your major or current job
 - Submit the LinkedIn Worksheet
- Webinar or Online Course
 - Attend a professional development webinar or complete an online course (minimum 45 minutes.) This may be related to career exploration or a specific field of interest. (Please see the WBL Coordinator for approval of the event.)
 - Submit the Workshop Worksheet
- Special Project (see WBL Coordinator for details)



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- Create a special project with the WBL Coordinator that applies to career exploration or a specific field of interest. (example: create a website for your business, setup an account for freelance work, job shadow,
- Submit the Special Project Worksheet



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Current Resume Assignment

Instructions: Create a resume or update your existing resume with your job or internship. See the Resources page in this packet, <http://www.simple-resume-writing-instructions.com/resume-basics.html>, or search Google for free resume templates. Convert your resume to a .pdf and email it to your instructor by Monday, May 6th for review.

GETTING STARTED

Here are the first steps for writing your resume:

1. Decide what type of job you are interested in.
 - a. Identify the type of job you want and the career field you want to work in.
 - b. Be specific. If your resume is vague, the recruiter or hiring manager is not likely to call you.
2. Write down everything you can think of regarding your past work experience.
 - a. Take your time to make sure you remember everything that you have done so far in your career. It does not have to be perfect at this time.

Just write down everything that comes to mind. You can decide which information is most important later.

The purpose right now is to gather as much information as possible. Include:

- Previous jobs
 - Duties performed at each job
 - Skills used to perform the duties at each job
 - Highest level of education
 - Certificates / Licenses
 - Skills
 - Strengths
 - Accomplishments
 - Awards and recognition that you have received
 - Professional organizations of which you are a member
 - Volunteer Experience
 - Other skills
3. Review everything you have written down and use a highlighter to highlight everything that is related to the position or career field of your choice. The highlighted information should be related to the position you are applying for.

If you have experience in more than one career field, you should create more than one resume - one for each career field. I can almost guarantee that your resume will be ignored if it focuses on customer service, but you are applying for a management job.

The information you highlighted in step 3 will become the foundation of your resume. This foundation is a critical component of resume basics. Include this information in the appropriate resume sections.

Keep reading to learn more about each resume section.



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RESUME SECTIONS

Another important component of resume basics is making sure you have clear section headings that stand out to the hiring manager.

These resume headings will separate your resume into sections that make it easier to follow. This way, the hiring manager can quickly locate the keywords or information they are seeking.

Contact Information

Resume Statement

- Resume Objective
- Career Summary

Work Experience

Education

Optional Sections

- Skills
- Accomplishments
- Honors and Awards
- Professional Associations/Volunteer Experience

With no exception, your contact information must be the first item on your resume, followed by your resume statement. The remaining resume sections do not have to be in any particular order.

I recommend that you list the remaining items in order of the relevance to your career objectives. Placing the information that is most relevant first, is a key to getting the resume basics right.

More help with your resume:

<https://www.monster.com/career-advice/article/resume-tips-for-college-students>

<https://theundercoverrecruiter.com/top-resume-tips-college-students/>

<https://www.indeed.com/career-advice/resumes-cover-letters/college-resume-tips-with-examples>