

Work-Based Learning Orientation

≡ Orientation

≡ Writing Your Resume



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Orientation

The orientation will cover:

- What Experiences Qualify for Credit
- Expectations of Internship Sites and Interns
- Eligibility Requirements
- Registration Instructions
- Learning Contract
- Approval Process
- Assignments and Due Dates
- Final Presentation
- Gives You Access to the Internship Learning Contract

Internships are a proven way to:

- Clarify career choices
- Network with professionals in your field
- Develop confidence in your field
- Improve your communication skills
- Increase work experience

When we show up to the present moment with all of our senses, we invite the world to fill us with joy. The pains of the past are behind us. The future has yet to unfold. But the now is full of beauty simply waiting for our attention.

What is a good internship?

Internships are work-based learning arrangements and must be supervised, career-related work experiences combined with reflective, academic study that helps you “learn by doing.”

Here are what we consider characteristics of a good internship:

- Supervised
- Goals set
- Unpaid/paid
- Relevant to your major
- Progressive

Why pursue an internship?

- Personally
Boost your maturity and self-confidence; improve your human relations skills; prepare for life after graduation; enjoy a greater clarity about career decisions.
- Academically
Integrate classroom theory with real-life experiences; understand the relevance of your course work; increase your motivation to learn; use resources that are not available on campus; get academic credit.
- Professionally
Explore a potential career field; develop career-related skills and abilities, including effective job search, resume writing and interviewing techniques; establish a work history; observe professional people and behavior; build a network of professional

contacts, potentially developing mentoring relationships; gain a competitive edge for employment or graduate school admission.

- Financially
If the work-based learning experience is a paid experience, it can help cover college expenses.

Why do employers value internships?

- Internship placements are proven, cost-effective methods to meet immediate and long-range human resource needs
- Internships & co-op placements are excellent ways to find new, energetic and skilled employees...The internship is a test period for both the employer and the student
- Intern students can perform well on some professional-level assignments, thus freeing career employees for more advanced responsibilities
- Participation in internships helps decrease the turnover of graduates employed in career positions
- Internships provide an excellent avenue for diversifying the workforce
- Internship programs foster ongoing, productive relationships between the university and employer

Writing Your Resume

Job Search Starts with your Resume

The first step toward a job is your resume. Most employers want to see your resume before they'll even consider you for the job. Your resume is a great way to start planning and collecting the necessary information for a successful job search.

Think of your resume as a work in progress – you can go back and change it to better fit a job match or whenever your situation changes, like completing a training course. Remember, you only get one chance to make a first impression... and that's why your resume needs to be the best it can be.

What is a Resume?

A resume is a way to advertise you. Think of it as a TV ad. When you watch a TV ad and you see a product trying to be sold (or if you have watched Shark Tank), what is the WOW that catches your attention?? Think of this for your resume. What will be the WOW that will make an employer get hooked and what to interview you??

Resume Writing

For this portion of the lesson you will be completing nine [9] tutorials from GCF Learn Free.
Link to [GCF Learn Free Resume Writing](#) tutorials.

You are to complete all nine [9] tutorials:

- 1 Why You Need a Resume
- 2 Resume Formats:Choosing the Right One
- 3 Resume Tips and Strategies
- 4 Contact Information

- 5 Objectives, Summaries, or Professional Profiles
- 6 Employment History
- 7 Education Information
- 8 Additional Information and References
- 9 Preparing Your Resume for the Internet

You do not need to make an account or take the quizzes on the GCF Learn Free site. All quizzes will be completed within the course. You may review the extra tutorials available, these are optional but could be beneficial.

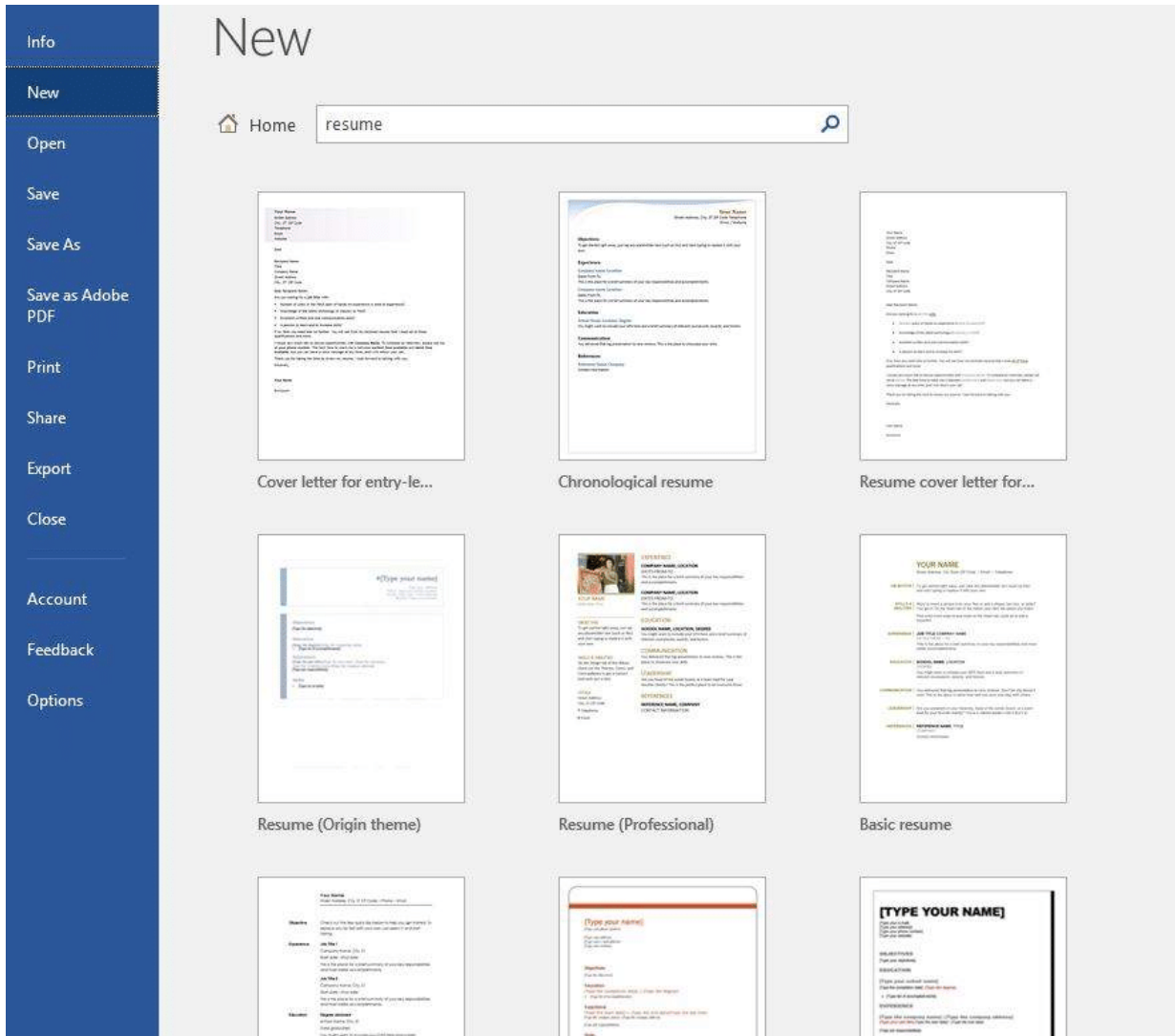
Which of the following resume components is where you should state your career goal?

-
- Profile
 - Objective
 - Summary

Templates

There are many different styles and types of templates available to begin creating your resume. You will want to review the different templates to see which one appeals to you most and displays the information you plan to add to your resume.

Microsoft Word has a variety of templates. Remember you can get Microsoft Word for free with your [KCTCS Account](#) (for Macs or PCs). From within Word, click File > New. In the Search box, type resume and press Enter. You should see a listing of templates (similar to the image below).



Microsoft Word Screen Shot of Resume Templates Search

Next Steps

Before going on to other sections of this lesson, you may want to return to the course and complete the assignments for Build Your Resume.