

Day 1: Intro, Skills, Job
Searching, Resumes

JOB SKILLS WORKSHOP





WELCOME!

Thank you for coming to our first class. We are very excited to help you grow your job skills as you look to apply for jobs!

My name is Nandita Shetty.

UNDERSTANDING YOUR NEEDS

- What is your current or most recent job?
- What kind of job do you want?
- What do you want to learn in this class?



GOOGLE ACCOUNT

- Go to accounts.google.com/signup
- Fill out information and create Google account
- Sign into Gmail, Google Drive
 - You can now send/receive emails through this account and create/save documents!



WHAT ARE SKILLS?

- Skills are things you can do well
- Companies may define some skills you need to apply for the job

What can you do?

What are your skills?



HARD SKILLS VS SOFT SKILLS

- Hard skills are more technical: using a computer, having a license, hands-on experience
- Soft skills are people and behavior skills: teamwork, time management, being friendly

In your resume, you should include both hard and soft skills!





WHERE CAN I LEARN MORE HARD SKILLS?

- Prior experience
- Google Grow
- Coursera



FINDING JOBS ONLINE

- [indeed.com](https://www.indeed.com)
- [snagajob.com](https://www.snagajob.com)
- [ziprecruiter.com](https://www.ziprecruiter.com)
- Google employment search

FILTERING FOR JOBS

- Type the city you live near
- Type job title or words about potential job

Let's open [indeed.com](https://www.indeed.com) and try finding some jobs!

Signing in can help you narrow down jobs and save your progress.



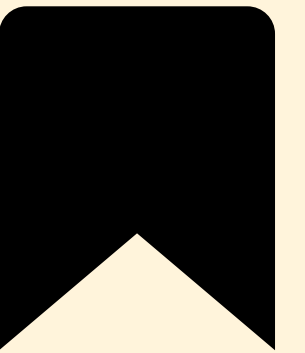


READING A JOB LISTING

- Job Title
- Pay
- Hours
- Skills
- Requirements

Are there any words you don't understand?

Save five jobs you are interested in on Indeed.





RESUMES

A resume is a short paper that shows your education, work experience, skills, and contact information.

It tells an employer who you are and why you are good for the job.

Example:

A resume includes:

- Your name and contact information
- Education
- Work or volunteer experience
- Skills (like typing, teamwork, or computer skills)
- Languages you speak

COVER LETTERS

A cover letter is a short letter you write to the company with your resume.

It explains why you want the job and why you are a good fit.

Example:

In a cover letter, you can write:

- Why you want the job
- What skills or experience you have
- Why you would be a good worker



STARTING RESUME BUILDING

Please fill out [the worksheet](#) so that we can start creating resumes next class. Raise your hand if you need any help.

Don't worry if you have to leave something blank! We can work together to find stuff to add to your resume!





THANK YOU!

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Please come next Saturday for
Session #2