VISTA Webinars

Welcome to

Translating VISTA Service to Your Résumé and Career

To join the audio portion by phone, please dial: 888.323.9708

Passcode: 2237737

The webinar will begin soon. While you wait, please share in the chat box: "When you were a child, what did you want to be when you grew up?"

Corporation for NATIONAL & COMMUNITY SERVICE

VISTA Volunteers In Service To America

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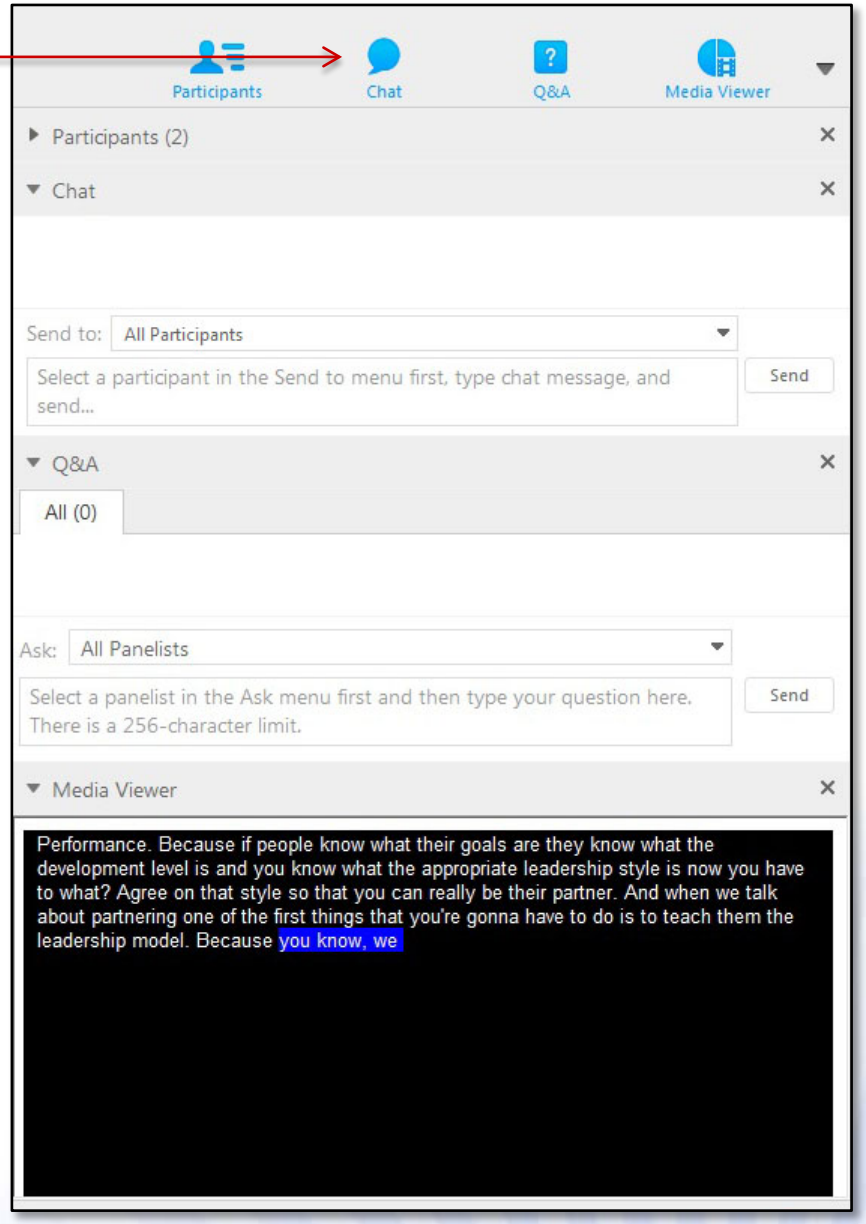
Tips for Participating

- Phones are muted.
- To share comments and ideas, use the Chat panel. Send to “All Participants”.
- To ask questions, use the Q&A panel. Send to “All Panelists”.
- Links and recording will be available after the session.
- Closed Captions can be viewed in the Media Viewer panel.

Click this button if you don’t see the chat panel.



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Translating VISTA Service to your Résumé and Career

Corporation for NATIONAL & COMMUNITY SERVICE

AMERICORPS VISTA — Volunteers In Service To America

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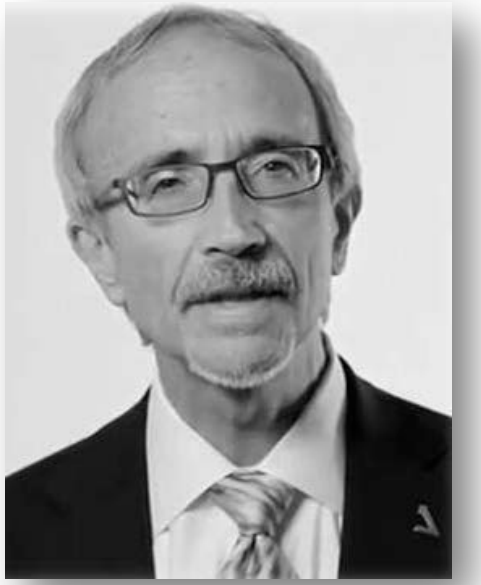
Today's Team



Patrick Triano

Director of Training and Member Support, AmeriCorps VISTA

Jessica Knight

Education Northwest

Scott Weinrobe

Education Northwest

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Today's Speakers

Erin Barnhart, Ph.D

Effective Altruism, LLC

Jordan Katcher

AmeriCorps VISTA Alum

Conservation Legacy VISTA Program

Erin Pringle

AmeriCorps VISTA Alum

Program Coordinator, RSVP

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Session Goals

After this session, you are able to:

- Translate the skills, experiences and responsibilities of your VISTA service to your resume
- Identify keywords for your resume that resonate with various job fields and sectors
- Build a professional portfolio of activities, work samples and accolades to share when applying for jobs

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Today's Agenda

- Preparing for the Transition
- Translating Service to Career-Speak
  - Alumni Story #1
- Crafting a Compelling Resume
  - Alumni Story #2
- Resources and Next Steps
- Q&A

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@VISTAbuzz *I was a VISTA 6 years ago & I'm still experiencing career benefits because of it*

"I have been asked about VISTA in every job interview I've been on…the skills I gained from VISTA may have set me apart from other candidates"

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Poll Questions

- Where are you in your service?

- Do you know what you want to do post-VISTA?

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Preparing for the Transition

- What can you do today to prepare for your professional next steps?
  - Build your portfolio
  - Identify careers, jobs, and/or degree programs of interest
  - Informational interviews
  - Request letters of recommendation (near the end of service)

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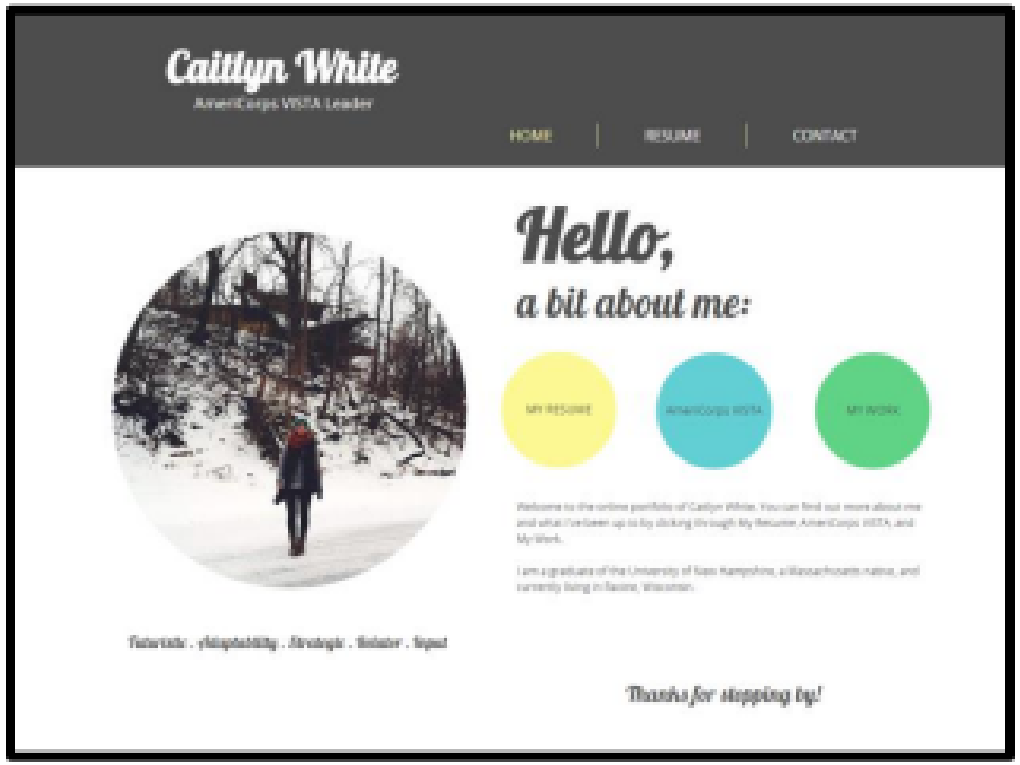
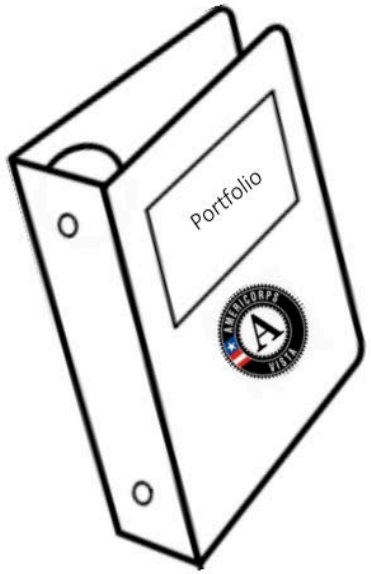
Building Your Portfolio





Writing/Work samples

Program materials

Social media snapshots

Outcomes and evaluations

Trainings completed

Software used

Accolades/Kudos

Thank you letters

Certificates

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Translating Service to Career-Speak

How can you best describe what you did as a VISTA?

- ✓ Prepare a 1-2 sentence description to explain VISTA to an employer
- ✓ Define capacity building

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Capacity Building

A set of activities that expand the scale, reach, efficency or effectiveness of programs or organizations

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Translating Service to Career-Speak

✓ Reflect on your service, identify:

What were you responsible for?
What activities did you complete?
What skills did you develop?
What did you accomplish?

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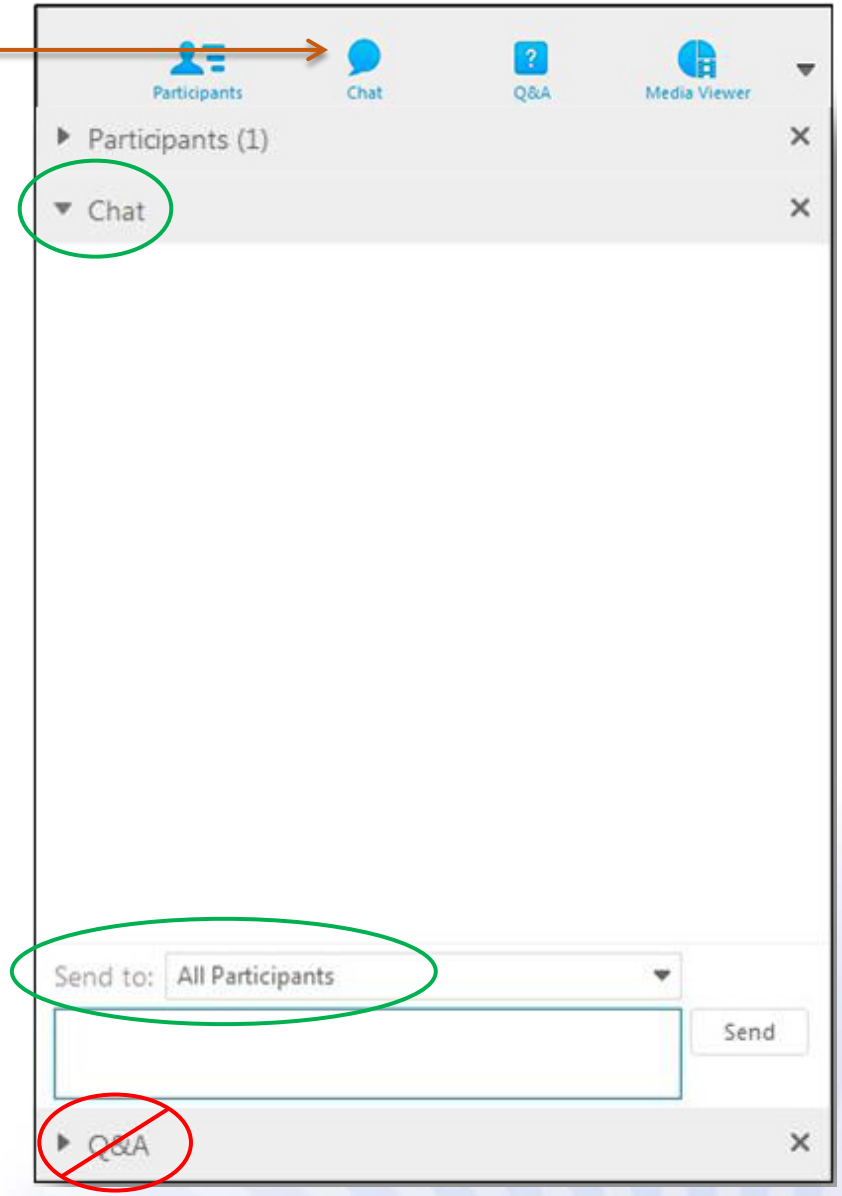
Chat Question

What skills and experiences have you gained during your VISTA service?

Click this button if you don't see the chat panel.



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Translating Service to Career Speak

- ✓ Learn terms for your field and/or sector of interest
- ✓ Translate VISTA service to sector/field language

Community Outreach = Marketing = Public Awareness

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VISTA Alumni Experience

Jordan Katcher
VISTA Leader
Conservation Legacy VISTA Program
Beckley, West Virginia

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Crafting a Compelling Résumé

- Share details
- Be confident
- Where possible, quantify successes
- Create a Master Résumé, then customize for each audience/position
- Tailor and make the case!

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A Not-So-Good Example

PROFESSIONAL EXPERIENCE

AMERICORPS VISTA — PORTLAND, OREGON
VOLUNTEER — AUGUST 2014-AUGUST 2015

- Volunteered with Rose City Youth, an organization that runs after-school programs for at-risk youth
- Managed volunteers and helped create new volunteer positions
- Helped with fundraising and grant writing

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A Better Example

PROFESSIONAL EXPERIENCE

ROSE CITY YOUTH — PORTLAND, OREGON

AMERICORPS VISTA VOLUNTEER MANAGER — AUGUST 2014-AUGUST 2015

- Committed one year of full-time national service to nonprofit organization serving at-risk youth in Portland, Oregon's Northeast neighborhoods
- Contributed to significant expansion of organizational capacity via increased volunteer engagement, fundraising, and grant writing
- Recruited, screened, and managed volunteers for Rose City Youth after-school programs
- Increased size of volunteer program from twenty-five to thirty-five active volunteers
- Designed and led recruitment and outreach efforts for three new volunteer positions: Social Media Coordinator, Book Club Facilitator, and Fundraising Assistant
- Participated in internal grant writing and annual fundraising drive

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VISTA Experience

Erin Pringle

AmeriCorps VISTA Alum

&

Program Coordinator

RSVP and Foster Grandparent Programs

Bismarck, North Dakota

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Cover Letters + Interviews

- Cover Letters
  - Briefly introduce VISTA and your role
  - Focus on relevant skills and strengths
  - Make clear how you would be a good fit for them
- Interviews
  - Choose examples in advance
  - Practice storytelling and talking points

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Resources

Job Search Sites

- VISTA Job Board: www.vistacampus.gov/jobs
- Nonprofit Careers: www.idealistcareers.org
- Government Careers: www.usajobs.gov
- For-Profit Careers:
  - www.indeed.com
  - www.simplyhired.com
  - www.monster.com

Accessing Higher Education

- www.idealist.org/info/GradFairs
- www.princetonreview.com/colleges-majors.aspx

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Next Steps

- Still in service?
  - Start building your portfolio
  - Research jobs and degrees of interest
  - Informational interviews!
- Close to finishing?
  - All of the above + Request letters of recommendation
- A VISTA Alum?
  - ALL of the above (it's not too late to start now!)

Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

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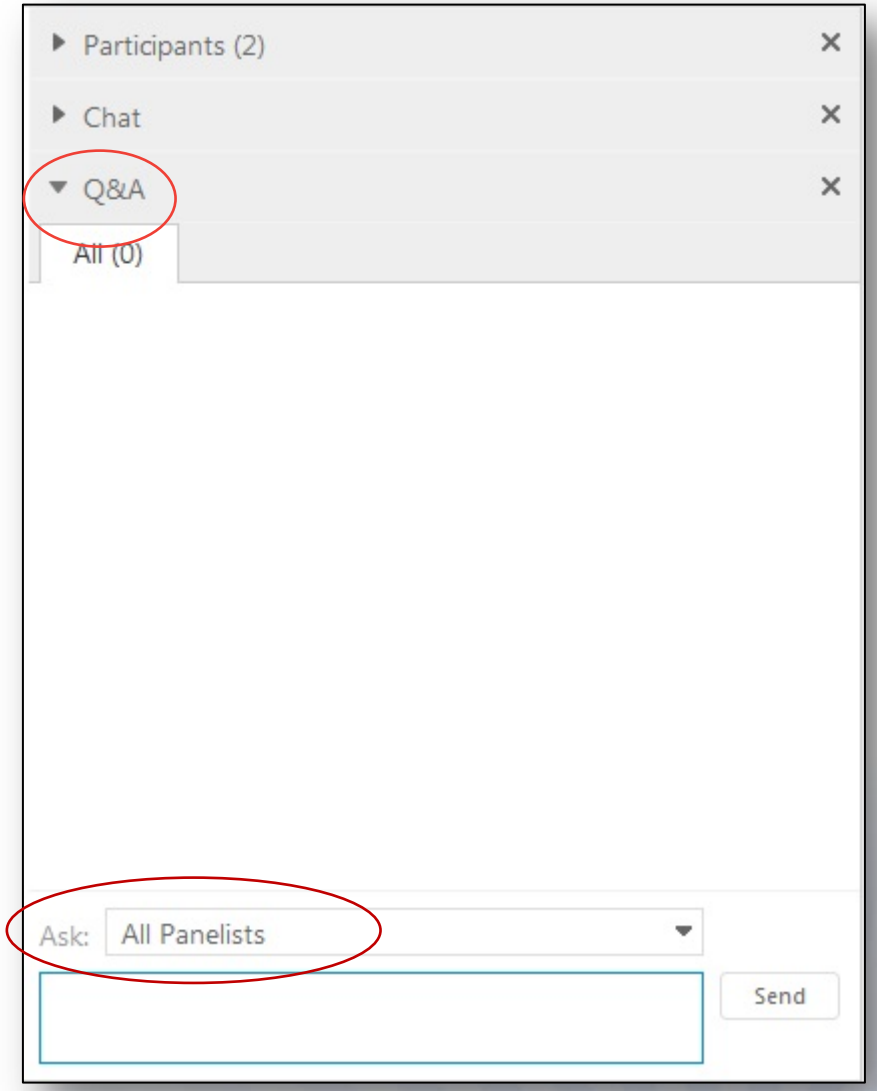
Questions

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”



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Thank You for Your Participation!

If you have further questions or for more information, contact us: **VISTAwebinars@cns.gov**

Our next webinar:

Social Media Strategies for Advancing your Project

September 23, 2015

2:00pm Eastern

Visit the Webinars for VISTAs page on the VISTA Campus for a complete schedule of VISTA webinars

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