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# TrainingFocus

## Training / TA / Disability Inclusion

APRIL/MAY 2014

The monthly *TrainingFocus* provides Nebraska National Service leadership with informational tips and resources on topics pertaining to training, professional development, technical assistance and disability inclusion.

Programs are encouraged to submit training tips, resources, links and ideas for monthly features. Send to: Kimberle Hall, ServeNebraska Training Officer, [kim.hall@nebraska.gov](mailto:kim.hall@nebraska.gov).

### Top 10 Resume Tips

1. **Keep it Professional** – Your resume is a business document, so it must be professional.
2. **Make it Targeted** – The more targeted your resume is, the better chance you have at landing an interview.
3. **Make Sure It's Well-Written** – A well-written, concise resume will make a greater impression with your employer than a long winded "padded" resume.
4. **Self-Promote** – Your resume is a marketing document. Promote and sell yourself!
5. **Make It Tailored** – Very important – the one size fits all approach does not work here.
6. **Remember: Quality Over Quantity** – Your resume is not a life story. Stick to the facts.
7. **Keep It Simple** – Forget about fancy fonts or clever uses of italics. Keep it simple.
8. **Have Correct Spelling / Grammar / Punctuation** – Use spell check, re-read every word yourself, and get someone else to read it as well.
9. **Keep it Consistent** – Write your resume in a common sense way – in order, logical, and easy to read.
10. **Don't Mention Money** – Unless you are directly asked about money, do not mention it.

(Source: Careerealism)

### TRAINING SPOTLIGHT...

This month's Training Spotlight is on **Closing Service and Opening New Doors**.

**Celebrate!** The end of the service year provides a perfect opportunity to celebrate program accomplishments. Involve those who helped the program "get things done" in addition to members, include staff, family, supporters, sponsors, and service partners. Plan a gathering or graduation ceremony that recognizes outstanding service by presenting service awards, certificates, or diplomas. Hold a slide show that highlights important moments in the service year. Video tape member testimonials for use in future pre-service training sessions. Invite the press to publicize the positive results the program has generated within the community.

The transition to life after AmeriCorps service can be challenging and emotional for members. Program staff or site supervisors with responsibility for training members should help them prepare for this transition by providing close of service training.

Use the **Close of Service Gathering** resource with members to:

- Reflect on their service year accomplishments
- Share one challenge they overcame during their year of service
- Share their future plans after AmeriCorps

**To Access the Presentation Activity go to:**

[http://www.serve.nebraska.gov/training/training\\_focus.html](http://www.serve.nebraska.gov/training/training_focus.html).

The **Close of Service** learning activity includes a facilitator's outline and a handout that is facilitated in a large group and in an open-ended forum. By creating the space for all members' voices to be heard, everyone can fully reflect on their year of service.

- **Final Accomplishments/Challenges Worksheet**

**Additional Member Training & Development Resources:**

For more information and resources on Member Training and Development, visit, <https://www.nationalservicerresources.gov/about>.



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### MEMBER CORNER

#### Activity: Tree Icebreaker - Reflecting on Service

**Purpose:**

To reflect on why members joined AmeriCorps, what they learned during their service, and to begin to consider the opportunities and paths open to them as they leave AmeriCorps.

**Activity:**

Members need a blank sheet of paper. Take 5 minutes to draw the outline of a tree and write the words that describe (or draw a representation of) their service experience on the trunk.

For roots, write words or draw images explaining what influenced them to join AmeriCorps.

For branches, words or images describing the impact their service experience will have on their future or possible paths they can take as a result of their AmeriCorps service.

Once the service tree is completed, take 3 minutes to find a partner with similar roots or branches. The two partners form a pair and discuss their similarities for 5 minutes. Once all members have discussed in pairs, the pair then has 3 minutes to find a pair whose roots or branches are different. The group of four discusses for 5 minutes how what they learned in AmeriCorps has influenced the options available to them after AmeriCorps service. The small groups then share their findings with the full group.

(Source: TrainingBriefs)

### TA-TECHNICAL ASSISTANCE...

- **Continuing: Grants Management Basics in bite-sized pieces!**  
**Lesson #4: Reasonable Costs** MyFedTrainer.com is the provider of a seven lesson free multi-media series to assist Grants Professionals in recognizing and avoiding the most common areas of non-compliance and audit findings. Lesson 4 provides five simple questions to help you determine if a cost is reasonable.
- **Grantee Central** – ServeNebraska has consolidated resources to help you manage your program, <http://www.serve.nebraska.gov/grantee/grantee.htm>.

### CHECK IT OUT...Life After AmeriCorps Resources

- **My Next Move** is an interactive tool for job seekers and students to learn more about their career options. My Next Move has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the O\*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.  
<http://www.mynextmove.org/>
- **Resume-Resource** – An excellent resource for those seeking information on resumes and cover letters. Includes examples, resume builders, templates and guides to writing resumes and cover letters. <http://www.resume-resource.com/>
- **Indeed.com** – Search for employment opportunities worldwide with indeed.com. This site also allows you to save searches and create e-mail notifications of new opportunities based on those searches. <http://www.indeed.com/>
- **FAQ's About the Segal AmeriCorps Education Award** – Answers to frequently asked questions about the education award from AmeriCorps Alums  
<http://www.americorpsalums.org/?page=MBEdAwardQuestions>

### UPCOMING EVENTS...

- **Symposium: Celebration of Service**
  - **Thursday, May 8**
  - **Center for People in Need, Lincoln**
 Register here, <http://tinyurl.com/ServeNESymposium>  
 Deadline to register is Monday, May 5