

## Preparing Your Video Resume

- FOLLOW THE SAME PROCESS AS A PAPER RESUME.
- WRITE OUT EACH SECTION AND THE PLAN TO FILM IT. WILL YOU TAKE PICTURES OR FILM? INTERVIEW OTHERS? FILM YOU WORKING? DECIDE AND WRITE OUT YOUR PLAN USING THIS FORM.

EXAMPLE OBJECTIVE	HOW TO CAPTURE OBJECTIVE?
I want to (name the job you want).	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input checked="" type="checkbox"/> Video
EX. I want to work in an office setting.	<b>Film what:</b> Me saying I want to work in an office setting.
I want to help the business by (list how).	<b>Place to capture film/photo:</b> AO Office
EX. I want to work hard for you.	<b>Who is filming:</b> Amelia
YOUR OBJECTIVE	HOW TO CAPTURE OBJECTIVE?
I want to (name the job you want).	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input type="checkbox"/> Video
	<b>Film what:</b>
I want to help the business by (list how).	<b>Place to capture film/photo:</b>
	<b>Who is filming:</b>

EXAMPLE QUALIFICATIONS	HOW TO CAPTURE QUALIFICATIONS?
EX. I'M A HARD WORKER.	EX. FILM OF ME WORKING IN OFFICE, STAYING FOCUSED, TYPING IN DATABASE.
EX. I'M A TEAM PLAYER	EX. FILM OF ME HELPING COWORKERS
YOUR QUALIFICATIONS	HOW TO CAPTURE QUALIFICATIONS?
1.	
2.	
3.	
4.	
5.	

EXAMPLE WORK EXPERIENCE	HOW TO CAPTURE WORK EXPERIENCE?
WHERE: KINGSTON CLINIC	DOWNLOAD GOOGLE IMAGE OF CLINIC
START/END DATE: NOV 2015-DEC 2018	CAPTION DATES ON IMAGE OF CLINIC
DUTIES: USE COMPANY DATABASE TO TRACK RETURNED MAIL	FILM OLD BOSS EXPLAINING MY DATABASE AND TYPING SKILLS & MY WORK ETHIC
BOSS: LINDA JOHNSON	

VOLUNTEER or PAID WORK EXPERIENCE	HOW TO CAPTURE WORK EXPERIENCE?
WHERE:	
START/END DATE:	
DUTIES:	
BOSS:	

<b>VOLUNTEER or PAID WORK EXPERIENCE</b>	<b>HOW TO CAPTURE WORK EXPERIENCE?</b>
<b>WHERE:</b>	
<b>START/END DATE:</b>	
<b>DUTIES:</b>	
<b>BOSS:</b>	
<b>VOLUNTEER or PAID WORK EXPERIENCE</b>	<b>HOW TO CAPTURE WORK EXPERIENCE?</b>
<b>WHERE:</b>	
<b>START/END DATE:</b>	
<b>DUTIES:</b>	
<b>BOSS:</b>	

EXAMPLE EDUCATION	HOW TO CAPTURE EDUCATION?
WHERE: MADISON HIGH SCHOOL	<input type="checkbox"/> Writing <input checked="" type="checkbox"/> Photo <input type="checkbox"/> Video GOOGLE IMAGE OF MADISON HS
GRADUATION DATE: 2015	CAPTION IMAGE WITH GRADUATION DATE
YOUR HIGH SCHOOL EDUCATION	HOW TO CAPTURE EDUCATION?
WHERE:	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input type="checkbox"/> Video
GRADUATION DATE:	
YOUR OTHER TRAINING & EDUCATION	HOW TO CAPTURE EDUCATION?
WHERE:	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input type="checkbox"/> Video
GRADUATION DATE:	

EXAMPLE INTERESTS	HOW TO CAPTURE INTERESTS?
I LOVE TO READ.	<input type="checkbox"/> Writing <input checked="" type="checkbox"/> Photo <input type="checkbox"/> Video PICTURE OF ME READING
YOUR INTERESTS	HOW TO CAPTURE INTERESTS?
	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input type="checkbox"/> Video

EXAMPLE LAST PITCH AND CONTACT INFO	HOW TO CAPTURE CONTACT?
MY HARD WORK IS A GOOD MATCH FOR YOUR TEAM. I CAN BE REACHED AT XXX-XXX-XXXX.	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input checked="" type="checkbox"/> Video FILM ME TALKING
YOUR LAST PITCH AND CONTACT INFO	HOW TO CAPTURE CONTACT?
	<input type="checkbox"/> Writing <input type="checkbox"/> Photo <input type="checkbox"/> Video

## **General Tips:**

- **Review our “iMovies How To” Doc and our “How to Take a Good Photo” doc in shared files on the Egnyte link.**
- **Dress professionally for all video and photo shots.**
- **Have the sun or light source behind the person with the camera.**
- **Most shots are better close up.**
- **Make sure not to cover the microphone with your fingers.**
- **When interviewing others for a comment, ask the question and let them talk, don’t try to rehearse it.**
- **Don’t worry, you can retake shots.**
- **Take a drink of water and then a deep breath before you talk on film.**
- **Caption every shot and voice over every caption to make your film accessible to everyone.**