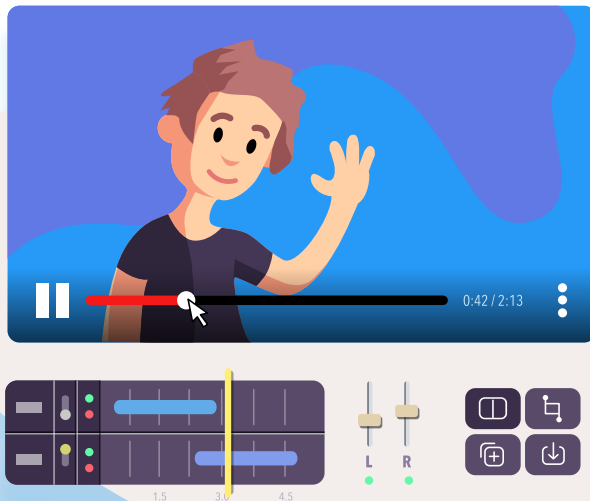


# Make Your Own Video Resumé

## Jobseeker Workbook



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**This Jobseeker Workbook is designed to help you get started in your V-Resume journey.**

# Introduction

**A Video Resume (V-Resume) is a short 1-2 minute video about you that you can show an employer. The V-Resume gives you a chance to introduce yourself and your skills as a potential employee.**

This V-Resume Jobseeker Workbook gives you, the Jobseeker, lots of help in planning and filming your V-Resume.

Each section has simple steps to follow including hints for both the Jobseeker and the person or people that will be supporting you. This person or people are called a 'V-Partner'.

## What is a V-Partner?

A V-Partner is someone who supports you to create your V-Resume. You can have more than one person as your V-Partner. Your V-Partner could be:

- Family
- A friend
- Someone supporting you in the community
- Your employment consultant

Choose someone that:

- You really trust
- Knows you well
- You feel comfortable talking to
- Is happy to support you no matter how long it takes
- Helpful if they have some computer skills

There is a V-Partner Booklet and a V-Partner section on the V-Resume website for the person supporting you. They can watch the video, print the book or read the advice online on how to support you throughout the planning and filming of your V-Resume.





## Getting ready to start

Some tips to get you started:

Go to the website [www.vresume.com.au](http://www.vresume.com.au) which is called the 'V-Resume website'.

**Make your own V-Resumé**

Follow these steps to create your own Video Resume

- Home/Introduction
- Getting Started
- Step 1 About You
- Step 2 Your Words
- Answers and Script
- Step 3 Planning your video
- Step 4 Filming
- Step 5 How to put your video together
- Step 6 Sharing your video
- For the V-Partner

Ready to work but can't get that interview?

## Make Your Own Video Resumé

This website is for jobseekers who want to try a different way of applying for a job.

*A video resume gives an employer the chance to 'meet you'.  
Anyone can do this because you won't do it alone!  
Watch to learn more.*

Welcome to the V-Resume website

The V-Resume website includes:

- Start to Finish steps, including editing and distribution of the V-Resume
- Instructions to follow
- Videos
- Hints and tips: these are things to help you
- Examples of the final product
- V-Resume templates and free music you can use



### TIP

Have a think about if making a V-Resume is right for you.

- A V-Resume may not suit every person.
- An unprofessional or inappropriate V-Resume may not help their chances of getting an interview.
- If a V-Resume isn't for the Jobseeker, then this is absolutely okay!



## 6 steps to make your V-Resume

There are six steps from start to finish.

All Steps with instructions, hints, tips and helpful videos are on the V-Resume website. Watch as many times as possible.

This will help you feel more comfortable. It is recommended to keep the V-Resume website open whenever you are working on your V-Resume.



### 1. About You

Who you are as a person; Your personality



### 2. Your Words

Your life experiences



### 3. Planning Your Video

Getting ready to film



### 4. Filming

Actually filming your video

*(on V-Resume website only)*



### 5. Putting Your Video Together (editing)

Editing including how to make your final product

*(on V-Resume website only)*



### 6. How to Share Your Video

How to safely share your video with a potential employer

*(on V-Resume website only)*

## Did you know?

Only some of the Six Steps are part of this Workbook. The V-Resume website has all the instructions in it:

**[www.vresume.com.au](http://www.vresume.com.au)**



## What you need to have with you

- ☒ The V-Resume website [www.vresume.com.au](http://www.vresume.com.au).
- ☒ This Jobseeker Workbook, pens and a highlighter.
- ☒ Your V-Partner with their V-Partner Workbook.
- ☒ Your device with a camera (Tablet, iPad or phone).
- ☒ Computer or laptop with internet and room to save files. This is for editing the video later.
- ☒ Your current resume if you have one.
- ☒ Your professional clothes for filming.
- ☒ A quiet space to film your video.
- ☒ A good positive attitude and be ready to have some fun!



### Hint



- Choose a device that has the best quality camera. You do not want your viewer distracted by a fuzzy or bad quality video.
  - Make sure your device is fully charged.
  - Keep the charger with you.
- You will be saving multiple videos on this device so make sure there is room.



## You can do this!

We all feel overwhelmed sometimes, and this is going to be very new to many people. That is why Jobseekers with different disabilities and their V-Partners tested this Booklet first. Some had good computer skills, some had none and every person had never done this before! Trust that the steps will get you through.

This process has no time limits, lots of small steps and you can do this together as a team.

**Start by choosing your V-Partner.** Set up a time to meet to start talking about your V-Resume. They will be so helpful and really make it fun!

Good luck and remember that this video will be good as long as it is the truth about you. You do have something to offer that is will be valuable to an employer.

**Trust yourself and have trust in the process.**



### Hint

Ask your V-Partner to write your answers down.  
This will make it easier for you to think clearly.



# Step 1

## About You



### ***In this Step, we want to learn about you.***

We have some questions below for you to answer. Your V-Partner will ask you some questions too.

Start with Question 1, then go to whatever question you find easiest to answer first!



### **Tip**

If you want a head start, feel free to write down some answers ahead of time. This may help you remember when you're speaking with your V-Partner.

Stop at any point if a question gets a bit hard and go to another question.

Try to have an answer in each question if you can.



### **Tip**

In this section, don't worry about having perfect answers or trying to guess what an employer wants from you.

This section is about the things your life has taught you.

Later we will discuss how your life lessons could help an employer.





## 1. Tell your V-Partner about what you spend your week doing now

This can include things like:

- Work (current employment).
- School or learning activities.
- Fun things you like to do with family and friends.
- Group activities with friends or family.
- Sport.
- School or learning activities.

Your V-Partner may ask you more questions. This will help later on.

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## 2. What do you like about yourself?

Example: *Funny, kind, helpful, friendly, active, get things done even if takes a while (determined).*

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Example: *I'm good with people and like helping them; I work really well alone and once I learn something I remember it; I'm good with computers etc.*



Or if you want to, skip the break and continue to

**Step 2 - Your Words**



## Step 2

# Your Words



***In this Step, we will start talking about employment.***



### Hint

Think about where you like to work.  
Is it a loud or quiet environment? Are you around  
lots of people or working by yourself? What are  
you doing in this ideal job?

#### **1. What would your ideal job look like?**

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Example: *I was told I could never do something but I learnt anyway; I've been told no before but I kept trying; I am really considerate of other people and try to be kind all the time.*





## What to do next?

Read through all your answers to **Step One - About You** and **Step Two - Your Words**. In each answer, consider what do you want the employer to know about you? Then highlight what you think is most important. You may have already done this as you went along.

Remember that this Jobseeker Workbook, the V-Partner Booklet and the 'Answers and Script' menu option on the V-Resume website has a spot available to write your 'Most Important' responses.



### What do we mean when it says '*What is most important to you?*'

Why you highlight something can be for many reasons.

Below are some reasons that some people have highlighted an answer:

- It's important to you that the employer knows your skills.
- That they know what makes you great to work with.
- What you like about yourself or what others say about you.
- Why you would be a great employee.
- How your life has taught you skills that will help in the workplace.

Focus only on the highlighted answers of **Step One** and **Step Two**.

Do you or your V-Partner notice a pattern? Are some words that are similar to others?

Pick your top four or five highlighted answers and we can use these in your V-Resume. Your V-Partner can help you here if you need.

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5. 

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## Step 3

# Planning Your Video



***This is a big section is full of advice. Go through it bit by bit.***



### Timing of your Video

How long each part of your final V-Resume should be.



### What to say

What you want to say in your video and how you may do this.



### Things to consider

What to think about before filming your V-Resume.



### Getting Ready to Film

How you want to look and sound like on your V-Resume.



### Hint

Remember there are helpful videos on the V-Resume Website under '**Step Three**'.

Keep the website open and watch as you go along.





## Timing of your video

It is important to keep your V-Resume only 1-2 minutes (no longer than 3 minutes though). This will keep the employer interested. Here is an example of how you can time your video out. These times are a guide only.

You do not have to use the same order. Later on you can change things around to get the best flow.

- **5-10 seconds:** Introduce yourself. Welcome your viewers to your Video Resume if you want.
- **20-30 seconds:** Tell them about yourself. Talk about your education and where you went to school. Tell the viewer about your personality.
- **25-35 seconds:** If you have a current job talk, about it and your responsibilities. Explain what other job roles you can fill because of this experience and mention the sort of work you are looking for now.
- **20-30 seconds:** Explain what your manager or co-workers or close friends would say about you. Include what you are really good at and can bring to a potential employer.
- **3-5 seconds:** State where the viewer can find more information (eg, written resume or a website that may show some of your work.)
- **5-10 seconds:** Lastly, thank the viewer for watching your Video Resume and end with a call to action. A call to action is a sentence that encourages the viewer to make contact with you.



## What to say

There are many options on what you can say in your video and what this could look like. Two options are provided in this Booklet. You may wish to write a script for either option.

### Tips for Your Script

- **Not too personal:**  
Avoid giving detailed information about you, your family or friends or your pets. You want this to be about your skills not your home life.
- **Be Measurable:**  
When talking about your skills, give details about how much or how many.  
*For example, rather than saying 'I work well in a team'. You can say 'my team had five people who I worked directly with'.*
- **Don't repeat your written resume:**  
Show your personality. Explain what makes you great.
- **Keep it short:**  
With only 1-2 minutes for your whole V-Resume you want to list the most important points.
- **Practice, Practice, Practice:**  
This helps you be more confident. Confidence is about being the real you. Aim to say the important information while coming across as naturally as possible. Which is why we practice!



## Option 1: Use your script and look directly at the camera

One way to create the video is to speak directly to the camera. You sit, speak your script with the camera at the same height as your eyes.

There is advice in the next section on how to write a script. Always keep in mind the timing suggestions already provided.

Watch Ishtar or Tiahnee's example V-Resumes of what it looks like to look directly to the camera and use a script. These can be found under 'Getting Started' on the V-Resume website.



### Hints for Option 1

Consider having someone sit behind your camera for your first few recordings. This helps the feeling of presenting to a real person

## Option 2: Interviewed by your V-Partner

Another way to create a video is to be interviewed' by your V-Partner.

Your V-Partner can ask you questions from Step One and Step Two and you film your answer. They can sit next to the camera. So you will be looking slightly to one side of your camera in your final video.

It is recommended you sit at a table for this option as it looks more relaxed and friendly.

In **Step Five** on the V-Resume website you will learn how to remove the V-Partner's voice. Your answers can be used to tell your story. Include those things that are most important that an employer know about you.



### Tip

What questions could be in the interview?

- Any question from **Step One** or **Two** can be used
- Use the questions that had your 'important information' from question 11
- Create your own questions with your V-Partner

Watch Keith or Karen's example of what it looks like to be interviewed under 'Getting Started' on the V-Resume website.



### Hints for Option 2

- Sit up and smile
- Pretend the camera isn't there and you are talking to your V-Partner
- You can write a script for your answer, but it is encouraged to just answer like you did in **Step One** and **Step Two**
- Have your V-Partner keep a track of each little video you make. Write down what video it is so you can easily find your best ones later on.



# Planning Your Video

## Writing a Script

## A script is what you want to say in your V-Resume

For many it is helpful to know what you want to say before you start filming. By writing a script, you have something you can practice before you start filming.

A script is best used for when you are speaking directly to the camera.

By knowing what you want to say, you will be more confident and relaxed in front of a camera.

The good news is that you already have a great start in writing your script! In **Step One** and **Step Two** you identified what is important to you. These can be used in your script



### Tip

You may even find a teleprompter helps – many tablets and smartphones even have teleprompter apps available.

You read your answer or script that you have already prepared from a teleprompter – it ‘prompts’ or lets you know what to say next.

## Let's Write The Script

You can use the below table to write your script.

It is recommended to also create this table into a word document that you can save and print later.

## 1. Introduce Yourself





# Planning Your Video

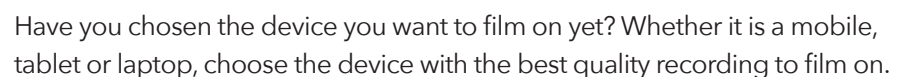
#### 4. What others say about you and what you can bring to a company

## 5. Where to find more information



There are a lot of hints and tips so please don't be overwhelmed - many you have done already or think of quite naturally.

## Device to Film with



- Have you charged your device?
- Do you have a charger nearby just in case?
- You may take lots of short films or complete your video in one shot. Make sure you have enough room on your device to store the videos.



## Remember

No matter what device you use to film, '**Step Five - How To Put Your Video Together**' is done on a laptop or computer. Here you are shown how to move your recordings from your device to your computer.

You can find these instructions under '**Step Five**' on the V-Resume Website only.

## Making a Stand for the Device

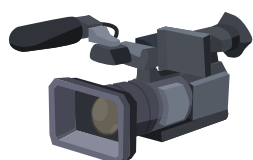
Avoid holding the device in your hands. It is recommended to find or make a stand that your device can be placed on to be still. Most devices do not come with a tripod stand but please use this if you have one.

It is recommended to a tall chair with some books. Then use something soft but sturdy, like a heat pack or items that won't move if your device is placed against it.



## Choosing where to Film

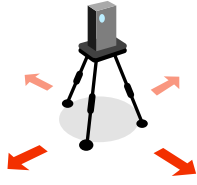
- Choose a neutral space (not bedroom or bathroom) - such as dining room or backyard.
- If inside, small rooms suit better for good sound quality and less echo.
- Listen for background sounds around you in your chosen space. You want to film where it is quiet and only your voice will be heard.
- Look behind you. The viewer will notice everything in your video and a busy background can distract their attention from you and what you are saying.



## Getting Ready to Film

### Lighting

- Film opposite natural light (eg, windows or outside) to avoid shadowing on your face.
- If you are inside do not sit next to a bright light shining through the window.
- Avoid filming during times of the day when shadows occur (eg, sunrise or sunset).



## Positioning the Camera

When filming you may wish to have your whole body in the video or just your face and shoulders.

### Face and Shoulders only

- This is the preferred method for the V-Resume. It allows the viewer to see your facial expressions, emotions, reactions and enthusiasm.
- Position your camera far enough away to capture your shoulders and your entire face with some room to spare.
- Aim to have the camera at your eye level with your nose around the middle of the screen. You can put a fist on your head to know where the top of the video should be.

### Full body on screen

- Make sure there is a small amount of space on the screen above your head and below your toes.
- If you want to display some of your skills, use this option for a short time.
- If you are talking about your personality or life skills, do not use this style. It is harder to see your facial expressions.



## Hint

You can swap between face & shoulders only and full body on screen if you want.  
It is best when face & shoulders make up most of your V-Resume



## Speaking on Film

- Speak 30% more excited and energetic than you think you are in real life – the camera takes away some of that enthusiasm, so you have to make it up.
- Stay true to yourself and don't be fake.
- Make sure you speak clearly, a little louder than normal and a little slower than normal so the camera can pick up your voice.
- Smile and be friendly, show you are interested in talking to the viewer.
- Practice your script aloud until you feel more confident. Try to not read from a script as this can sound robotic.
- Practice, practice, practice!



## Hint

Imagine your audience is about 2 meters away from you. So will need to speak a little louder (not faster) for good sound quality





## Connect With Your Viewers

- Make eye contact and smile
- Look directly at the camera or your V-Partner interviewer
- Have good posture. Try to push your shoulders gently back, legs together, hands either by your side (when standing) or together in your lap (when sitting)
- If you are someone who moves their hands when talking, this is absolutely fine but avoid making very large movements as it could distract the viewer



## What to Wear

You are trying to impress an employer so be professional but also be comfortable. This means dress for the job you want. Eg, ironed shirt and nice skirt/pants for an office role, neat pants/jeans and top for trades, or jeans and black top for a local café role.

- If you look good you feel good. You do not need to spend your entire day getting dressed. However, you can spend some time finding clean clothes, ironing if you need.
- Do not dress too flashy unless it suits your viewers.
- Brush your teeth, comb your hair and use some make up (not too much!)
- The viewer wants to see you, so don't wear overly bright, branded or patterned clothes that distract.



Well done on completing  
**Step One, Two and Three.**  
**Good Luck!**

**Steps Four, Five and Six** are all on the V-Resume website:

**[www.vresume.com.au](http://www.vresume.com.au)**

PS: You will find a sneak peak at some of the advice for  
**Step Four - Filming** on the next page.



## Step 4

# Filming

Sneak Peak



## It's time to test!

Confidence comes to both you and your Jobseeker when you understand what the video will look and feel like.

Set everything up for filming. Use the advice from **Step Three - Planning**. Make sure everything on the Final Checklist provided in **Step Four - Filming** on the V-Resume website is done too.

### Did you take Option 1 - Talking directly to the camera?

Press record and have a casual chat to get used to being filmed. Also practice not speaking over each other and getting used to this delay.

Now do a complete run through of the script. Feel free to simply read your script that you hold in your hands.

Go back over your Final Checklist and make sure you are both happy. Now start filming the V-Resume!

### Did you take Option 2 - interviewed by your V-Partner?

Film a casual conversation between you and your V-Partner. It can be about anything, but this will help you get comfortable with talking while filming.

Then take as many videos as you need to film your answers to questions. Now start filming the V-Resume!



## Hint

Remember to keep a log of what question/s you answered in each recording you took. Make sure you mark which ones you think were your best as you go along.



## Watch it back

Everything is digital so film as many videos as you need.

Don't assume it is perfect – watch it back.



## Hint

Be okay that it won't be okay the first time!  
Or even the second time... this is normal!  
Forgive yourself if you make a mistake and start again.  
This is what editing is for – so keep a track of your best answers!



Show family or friends too so that you can get feedback before you do your final film. You can ask for kind and useful feedback on things like:

- How is the lighting?
- Am I clear and can you hear me?
- Do I look professional?
- Have I missed any important information that an employer should know about me?
- Any other feedback?

As mentioned, this is just a sneak peak at  
**Step Four - Filming.**

Please go to the V-Resume website for full instructions of  
**Steps Four, Five and Six**  
[www.vresume.com.au](http://www.vresume.com.au)

