



**ABLE OPPORTUNITIES, INC.**

**INNOVATIVE BUSINESS MINDED EMPLOYMENT 1ST MODELS**  
**WWW.ABLEOPPS.COM • 206.406.9900**

# **Video Resumes**

## **Representing Yourself at Your Best**

**Able Opportunities, Inc.**

**Jennifer White, CEO**

**Video Resumes allow employers to see potential employees rather than barriers.**



**Employers tell us they want to connect directly with the person interviewing.**

- **Although support staff might be present, its important for the applicant to represent themselves in an interview process**
- **A video resume is a strong accommodation used to build direct connection with the employer**
- **Video Resumes allow time for prep time, easing the anxiety of meeting with an employer**

**Reference your paper resume to fill out the worksheet, making a detailed plan. Check to see if any usable clips already exist.**

<b>EXAMPLE WORK EXPERIENCE</b>	<b>HOW TO CAPTURE WORK EXPERIENCE?</b>
<b>WHERE:</b> Absolutely Abigails	Download a google image of the store.
<b>START/END DATE:</b> Nov 2015-Dec 2020	Caption Dates worked on the image.
<b>DUTIES:</b> Stock inventory with attention to displays, greet customers, and offer help as needed/requested, operate cash register.	Film clips and pictures of me performing tasks, with caption and voiceover naming these duties.
<b>SUPERVISOR:</b> Abigail Johnson	Film Abigail noting my exceptional skill set, specifically my fashion sense, reliability and customer service.
<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>SUPERVISOR:</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>SUPERVISOR:</b>	



# This worksheet is your guide to filming



**Employers tell us video references are some of the most powerful messages to include!**  
**Testimonials can come from previous supervisors, coworkers or coach.**





**Capture employable skills including past work experience, volunteering, chores at home, contributions in the community. You can recreate demonstration of work skills.**



# Transferrable work skills include:

- **Customer Service-** are you good with people? A good listener?
- **Strong Team Player-** do you share the load of keeping the house clean, meals prepped, offer to help others?
- **Coaching Skill-** do you support others to learn skills? Are you a patient teacher?
- **Problem Solving Skill-** are you able to offer solutions, get help when needed?
- **Organization-** do you keep a schedule, follow steps consistently to complete tasks?
- **Adaptability-** can you tolerate change and adjust your expectations?





**Build skills so that the Video Resume can be updated easily by the customer.**

**The video resume process should be directed by & for the customer. Whether capturing photo/film and voice content, deciding on color schemes and fonts, manipulating the iPad or giving a thumbs up or down, support the customer to make their own decisions.**



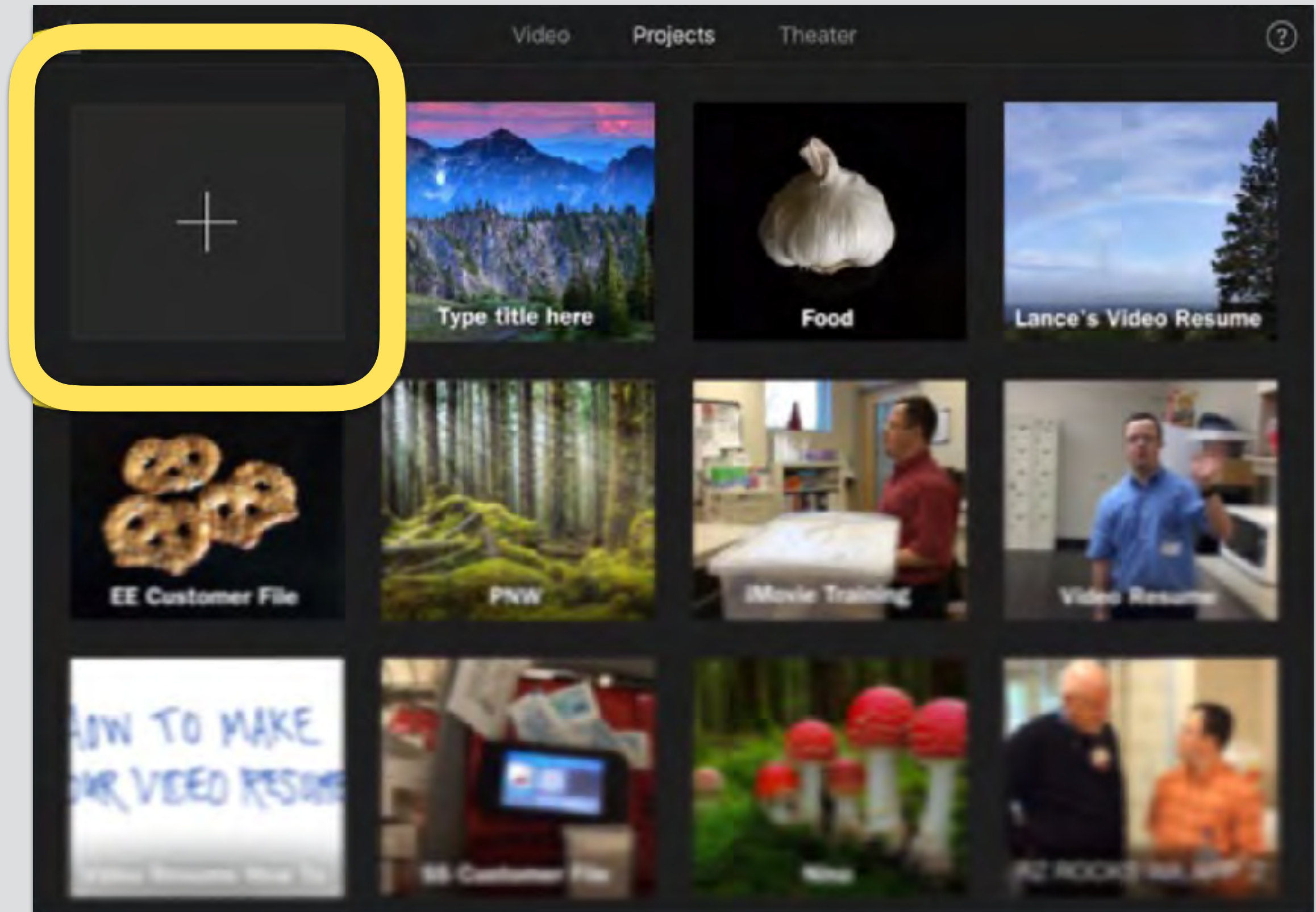
**Access our iPad “How-To” Training doc and Silly Film Training Series to learn how to edit in iMovie.**

**<https://www.ableopps.com/free-materials>**

**Contact us for our iMovie “How-To” doc if you need a more in depth training tool.**

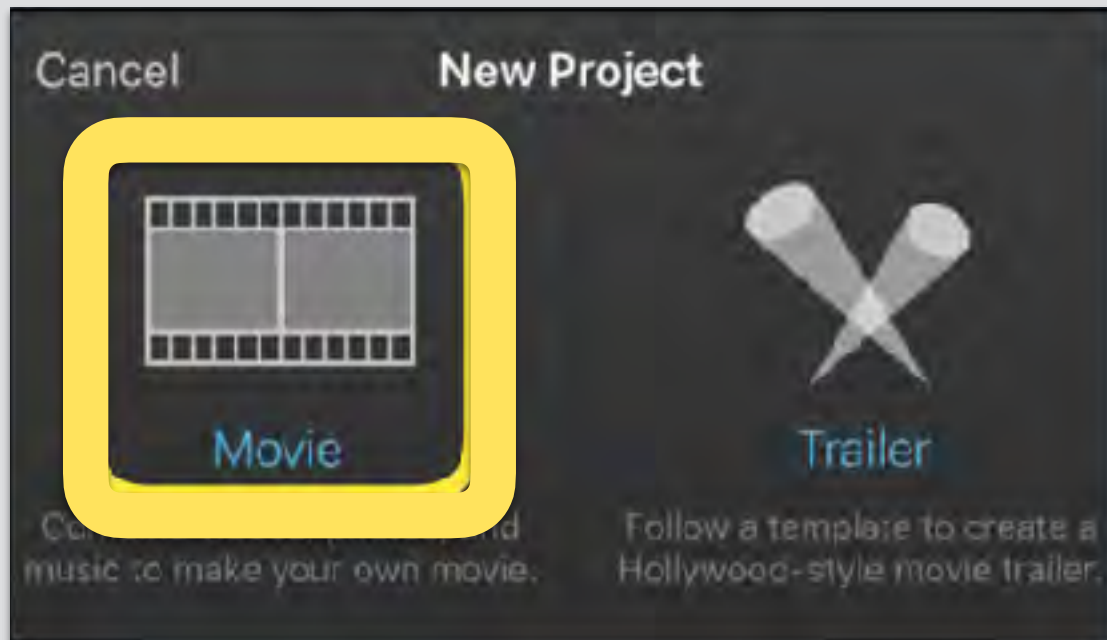
**The next few slide review the basics.**

# Brief Review of iMovie

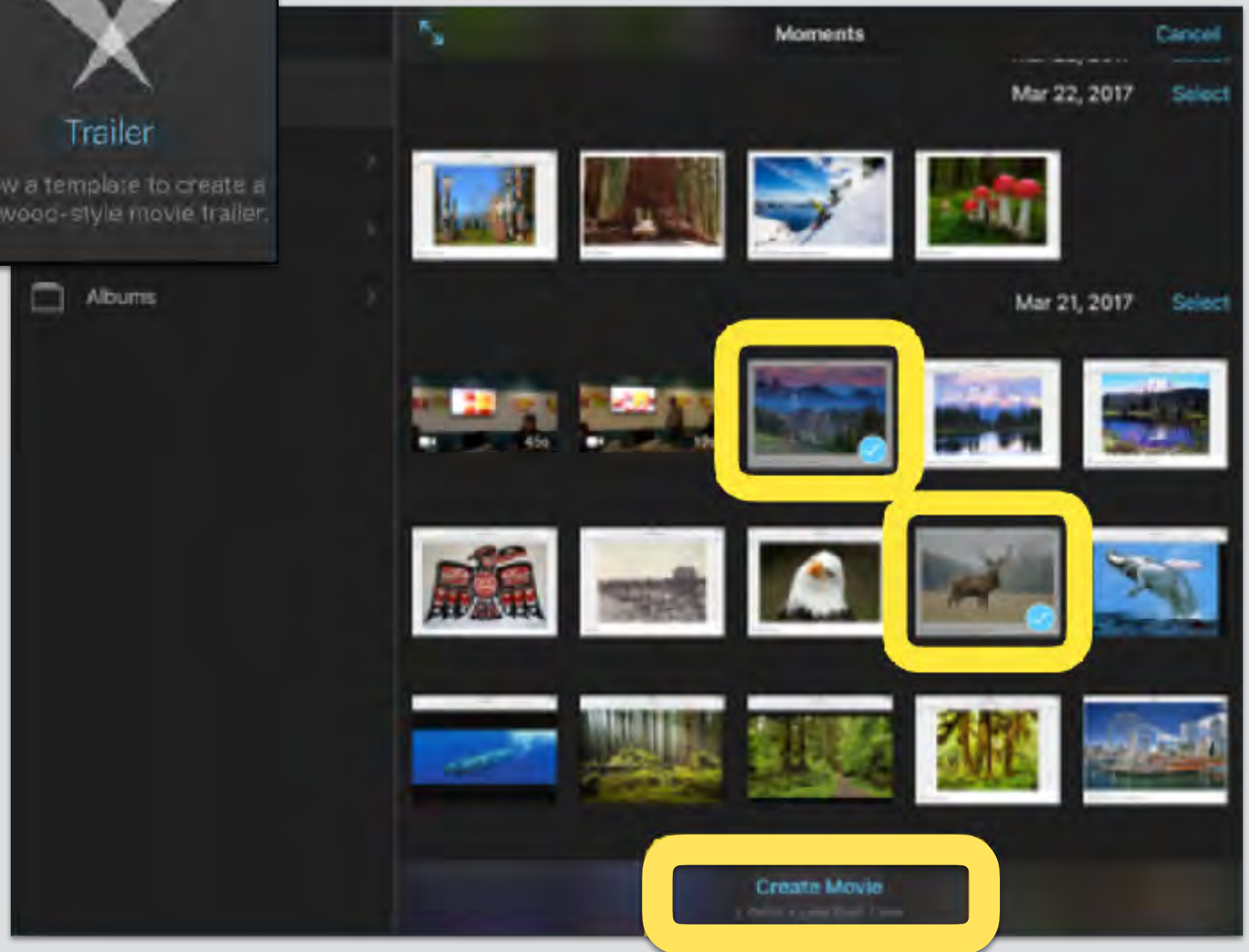




## Choose Movie

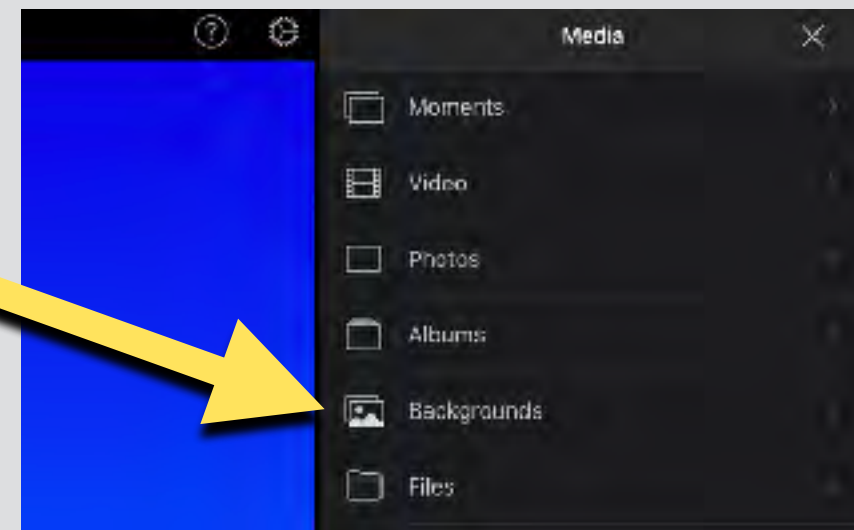


**Select any pictures or film clips you already have in iPhotos, then touch “Create Movie”**



# First create title pages for every section: Qualifications, Work Experience, Educations, Interests

**Select “Backgrounds”  
and choose a color**

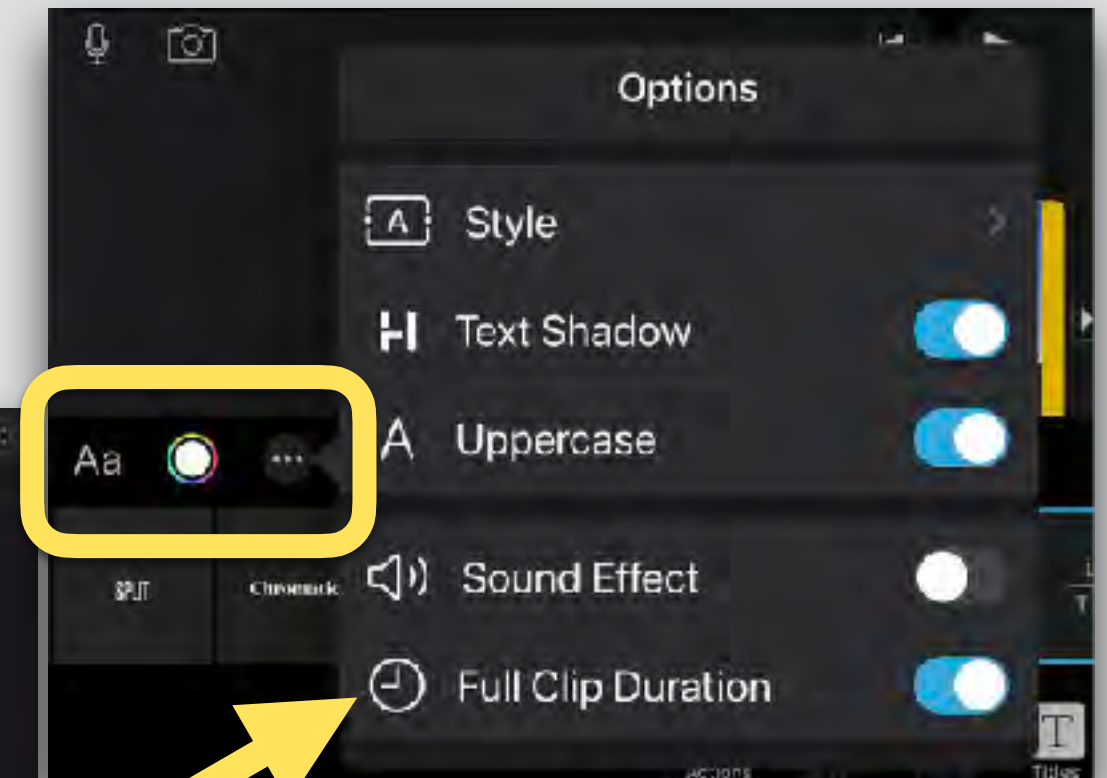


**Select the clip  
and edit color**

**Select the clip  
and add text**

# Create an Intro Page

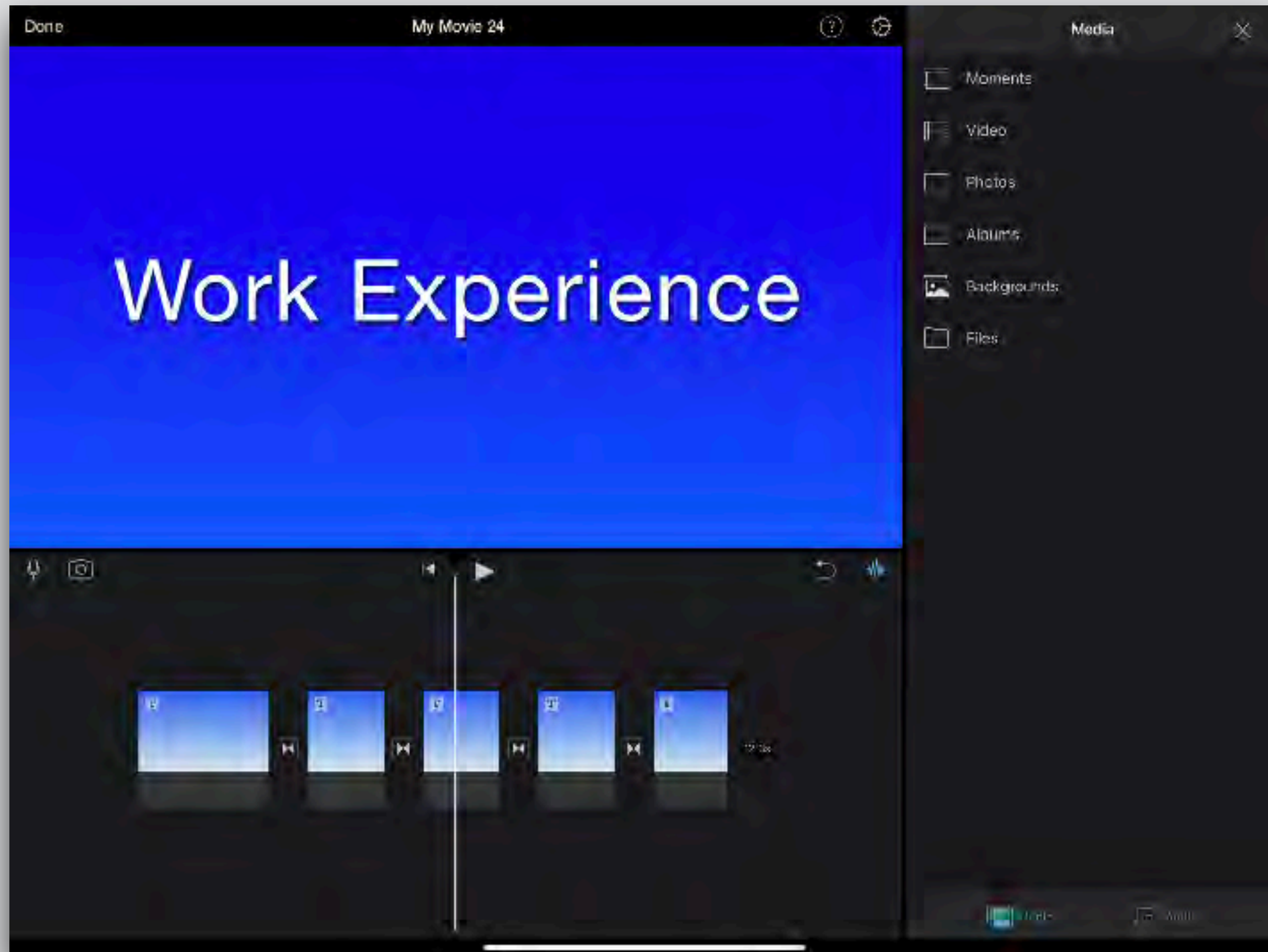
- Tap clip
- Edit text color and font
- Turn on “full clip duration”



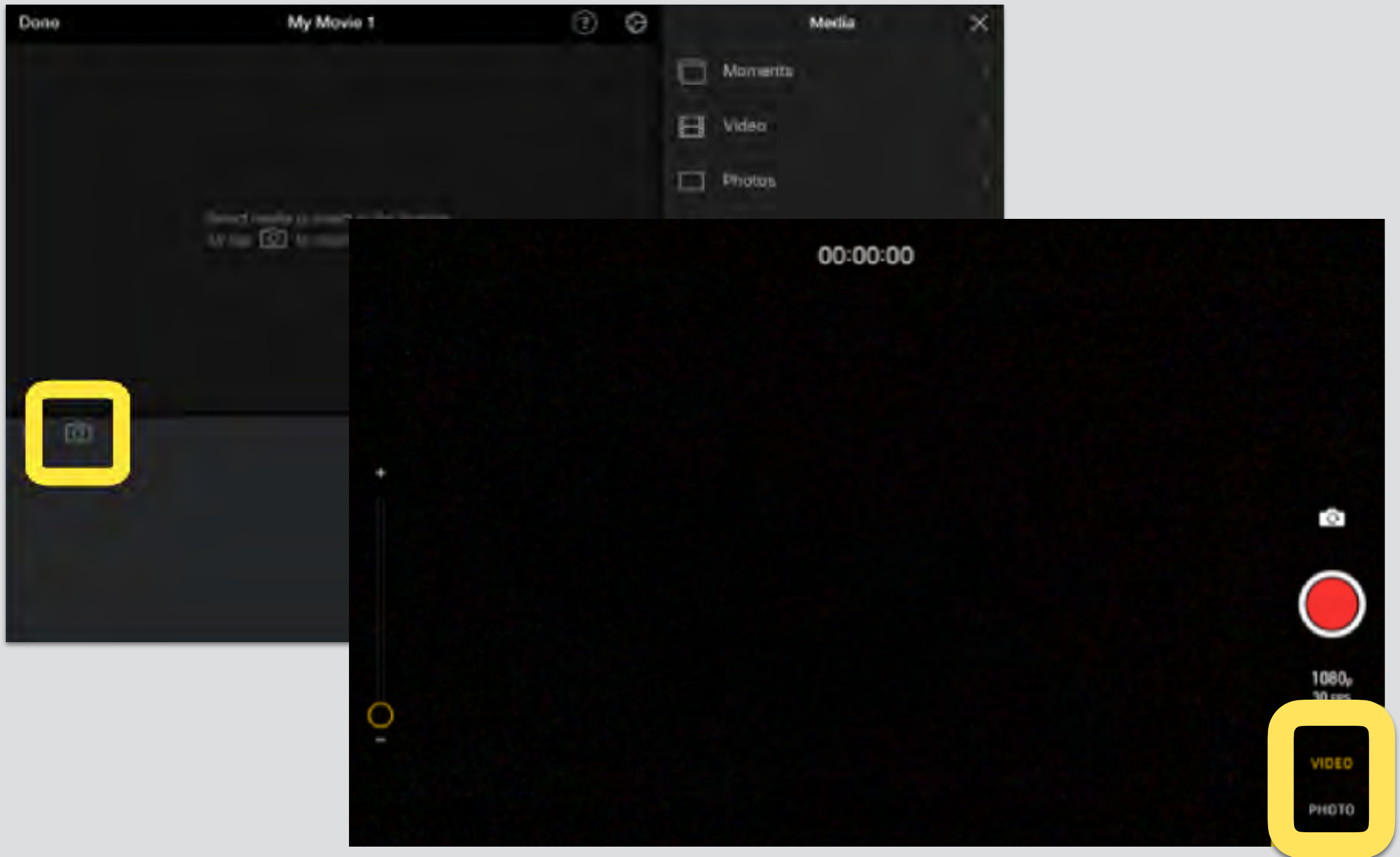
**\* Make all title pages the same size and font**



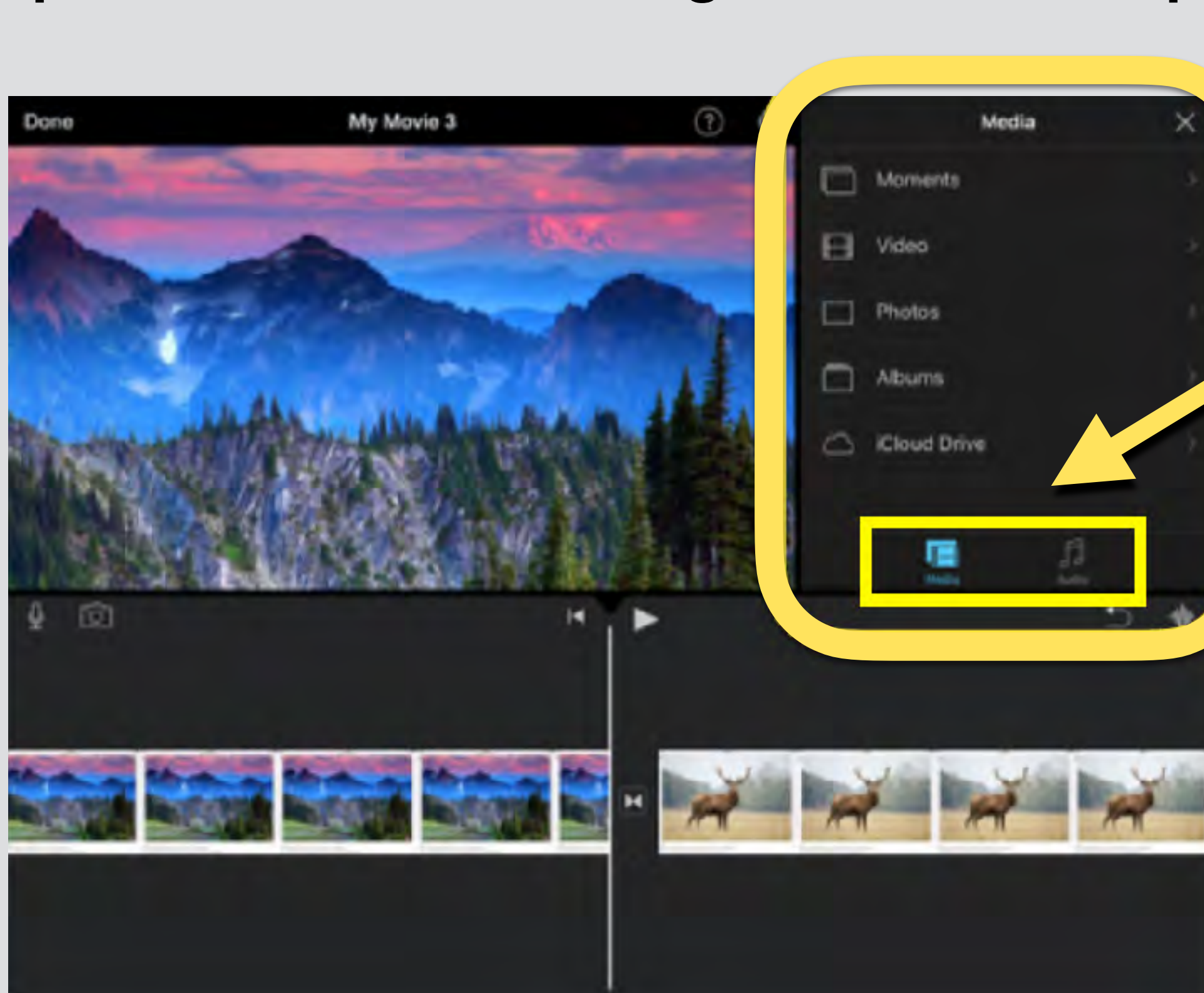
**Complete all title pages first, confirm they are the correct length, then add content in each section**



# You can capture new photos or film in iMovie



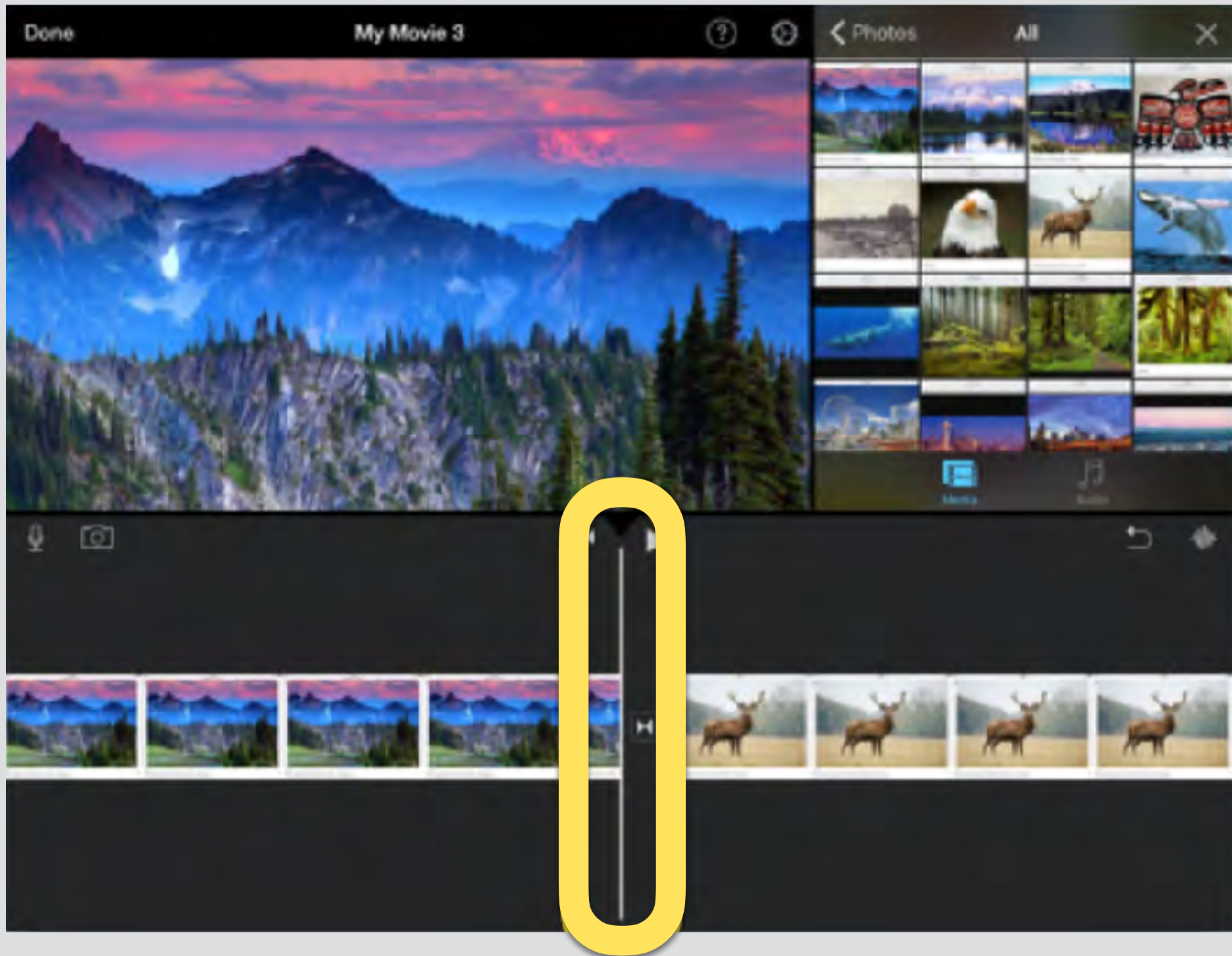
# Open/close content using “x” or “+” in top right corner



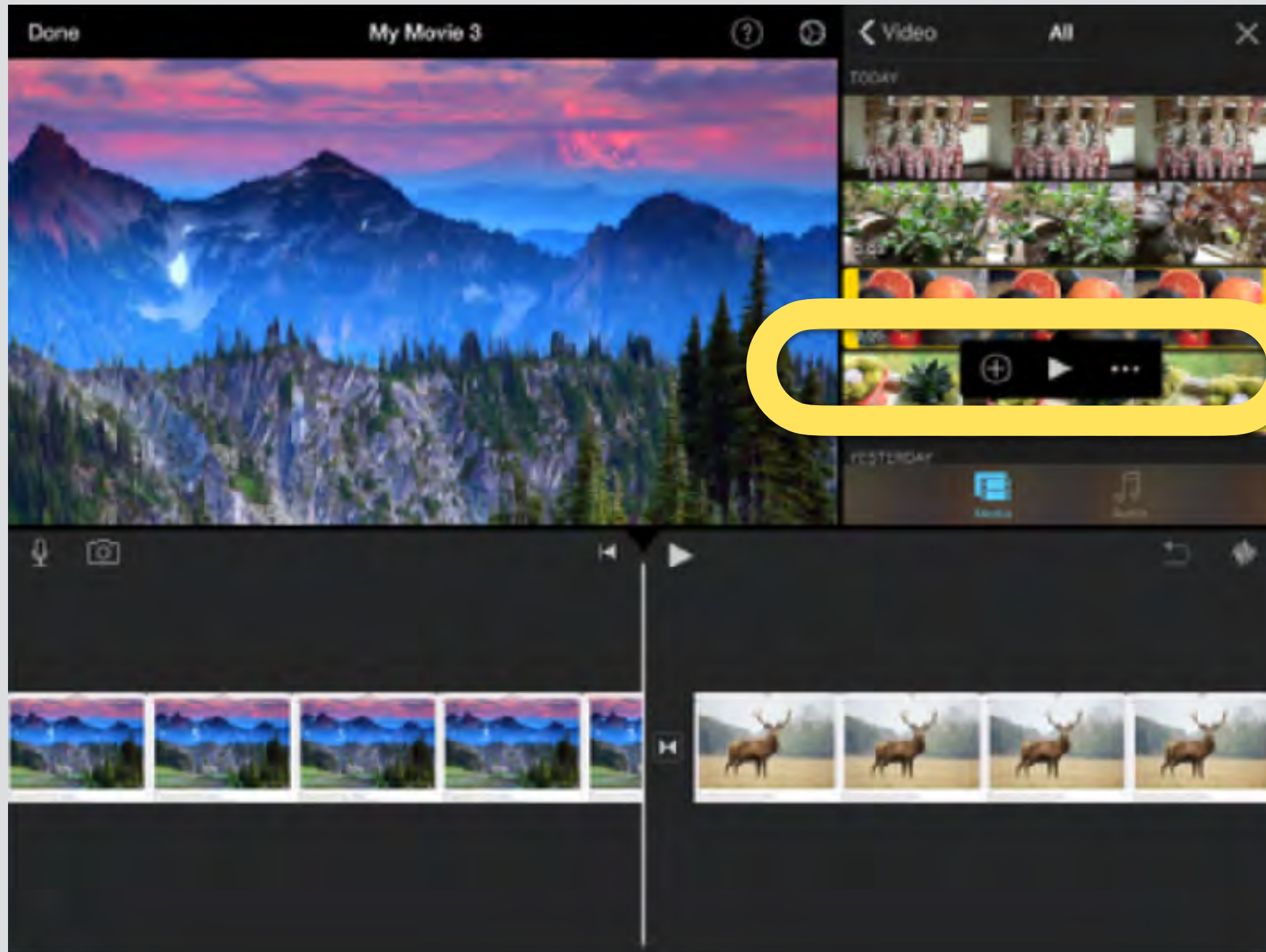
**Content includes two files: Media (pics/film) & Audio (sound effects, sound tracks)**



**Move the playback bar to see content on playback screen.  
New material will drop next to this bar**



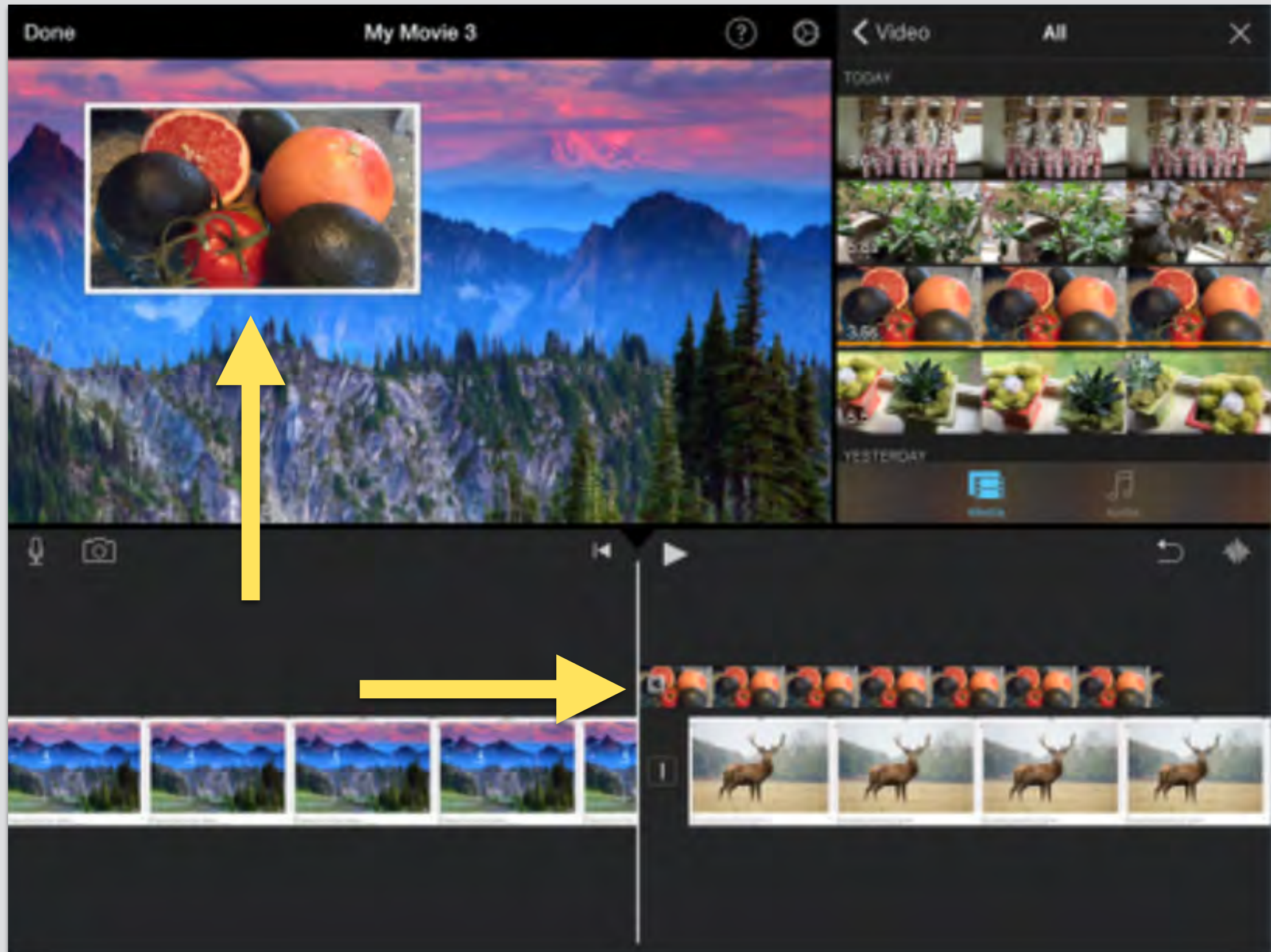
**Touch content you want to add, hit “+” to add to film**



**Touch  
arrow to  
view it,  
touch “...”  
for options  
to place  
picture in  
picture  
or to add  
in split  
screen**

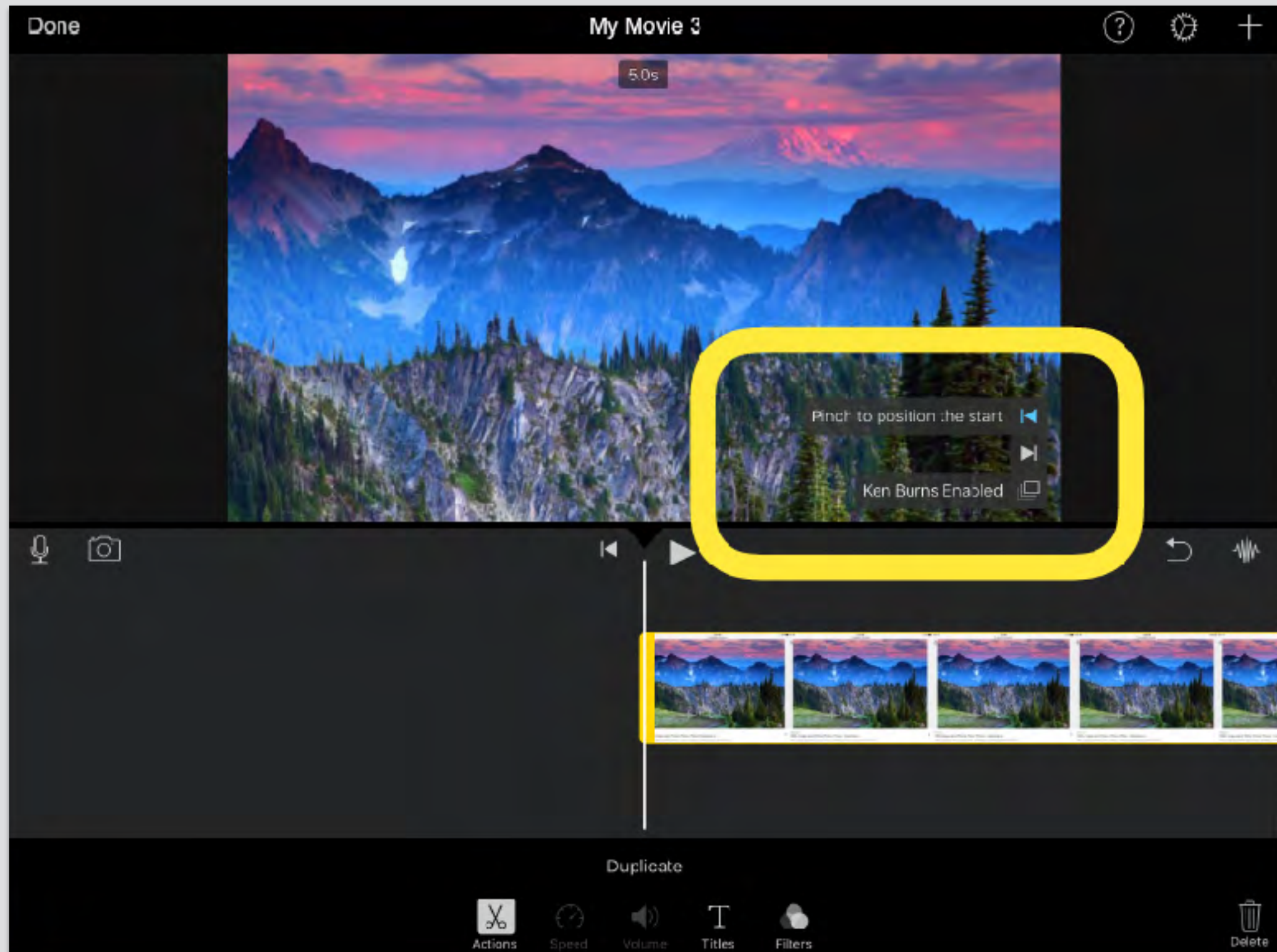


# Example: Picture in Picture





# Editing Ken Burns Effect- the movement of pictures

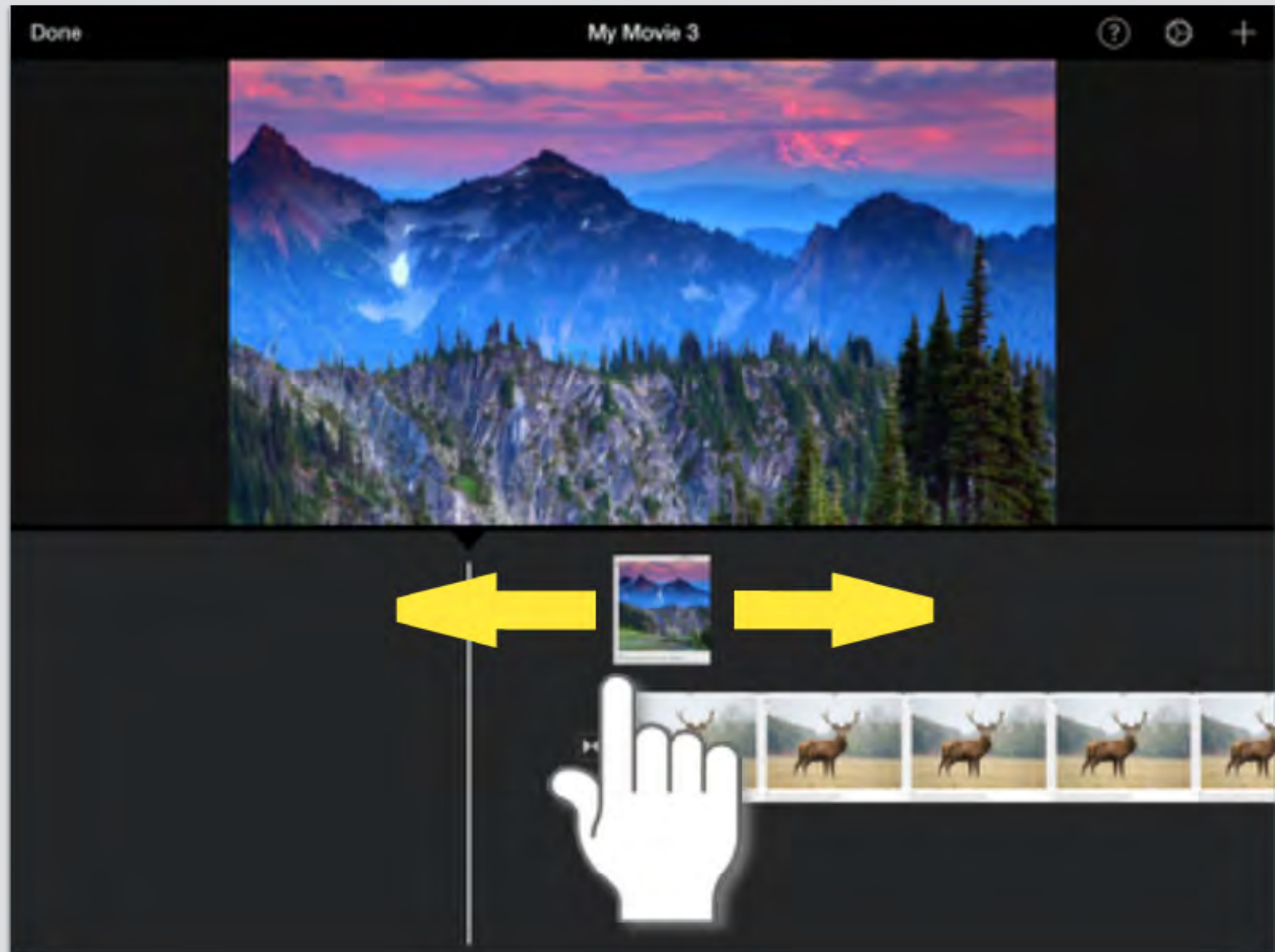


# The Undo Button





**To move footage, press and hold a clip, then slide**





# Touch clip, yellow highlight & menu of options appear

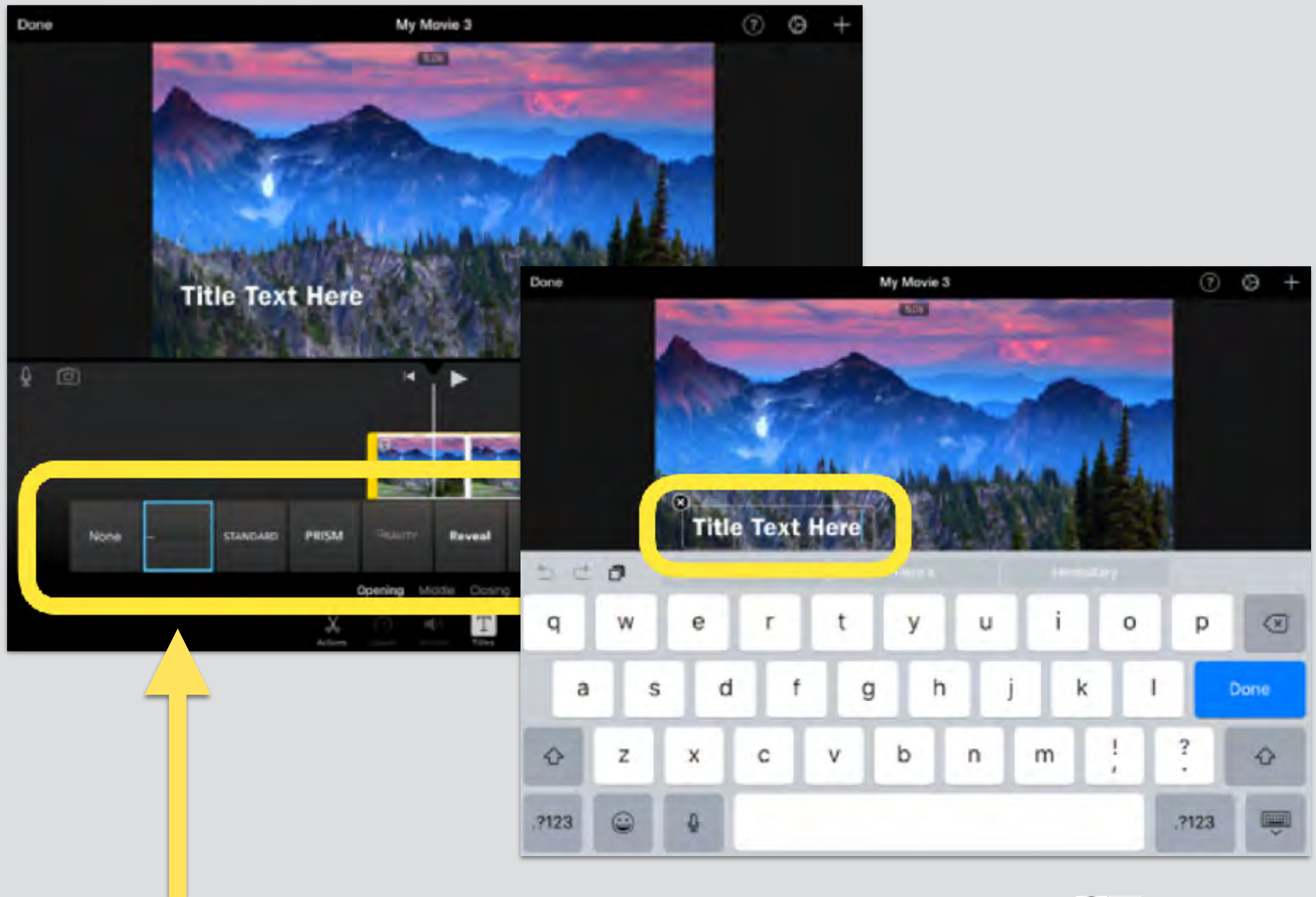


# Filters change coloring



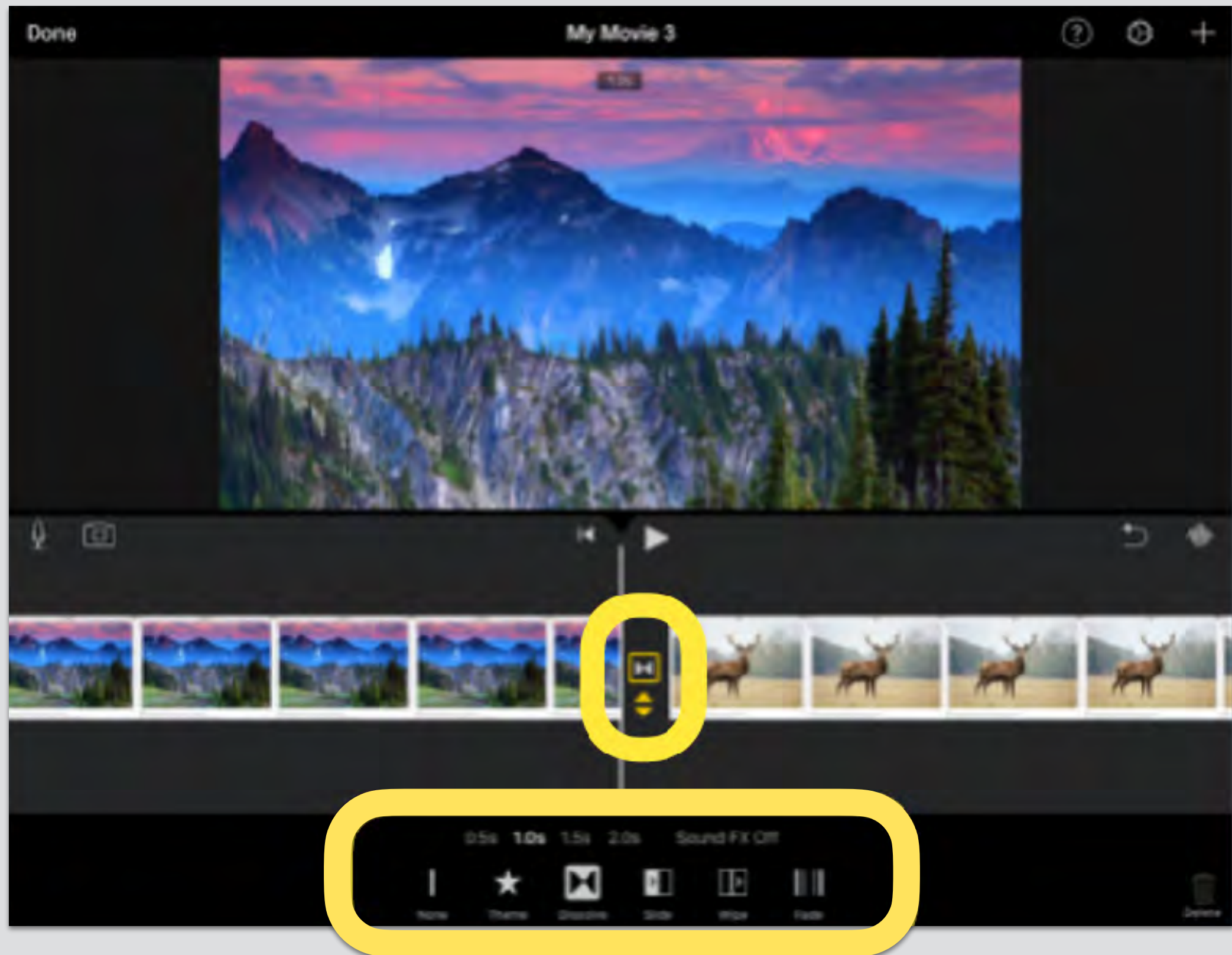


# Text gives you options to add writing on screen

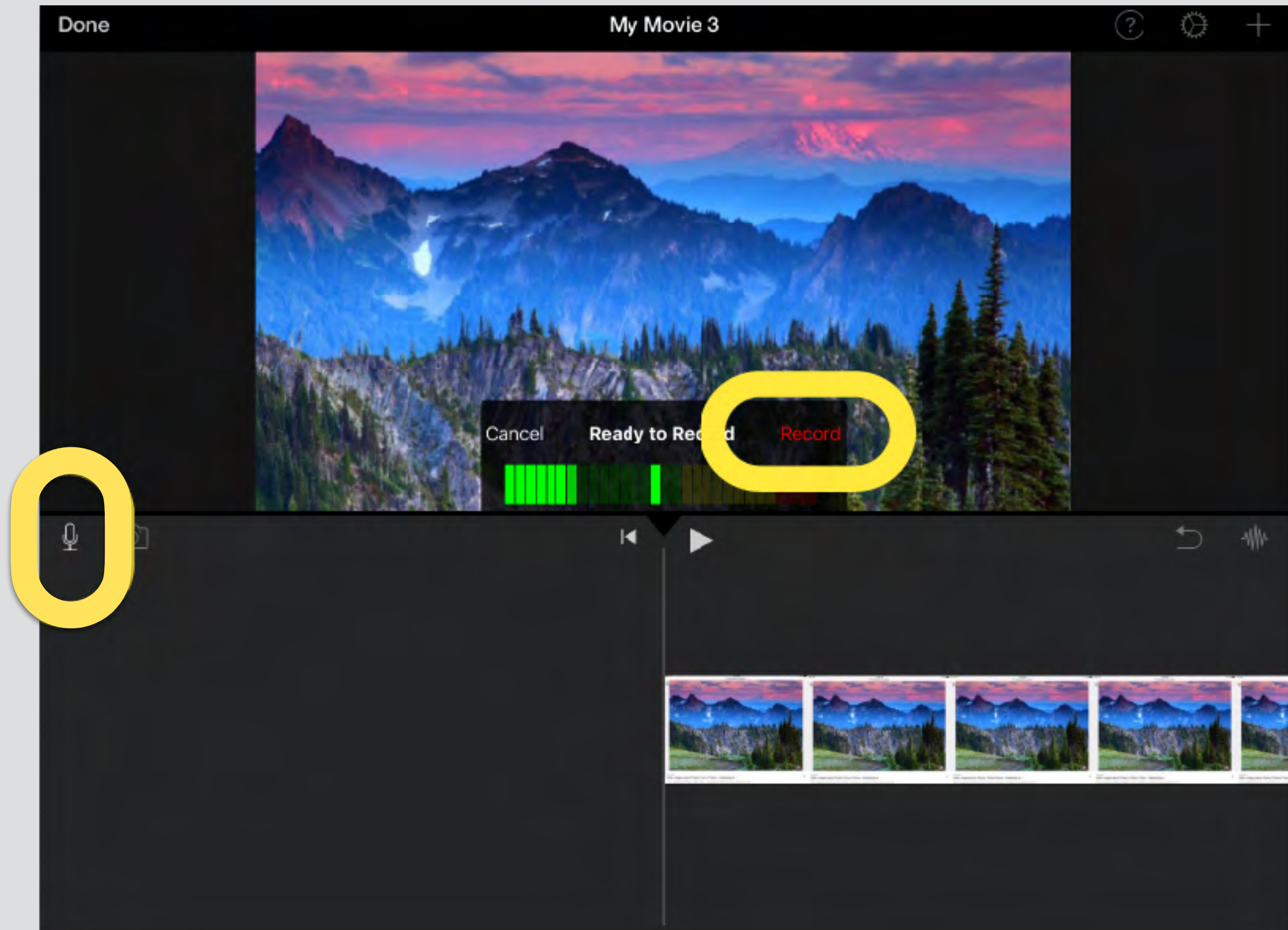




# Touch a transition and a menu of options appear



# Bring in new voiceover using the internal mic



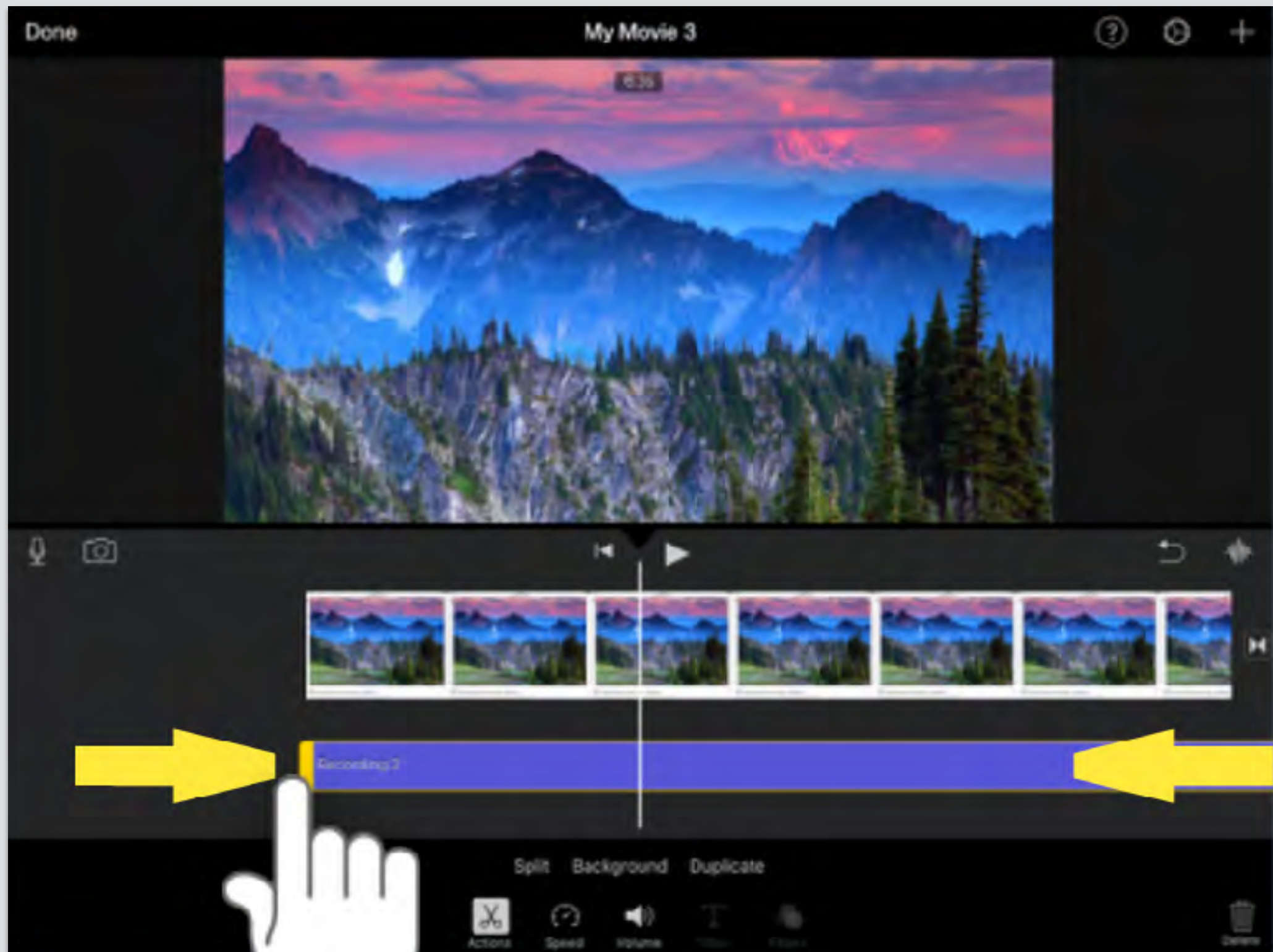


**Touch the new sound clip, menu of editing options appears**

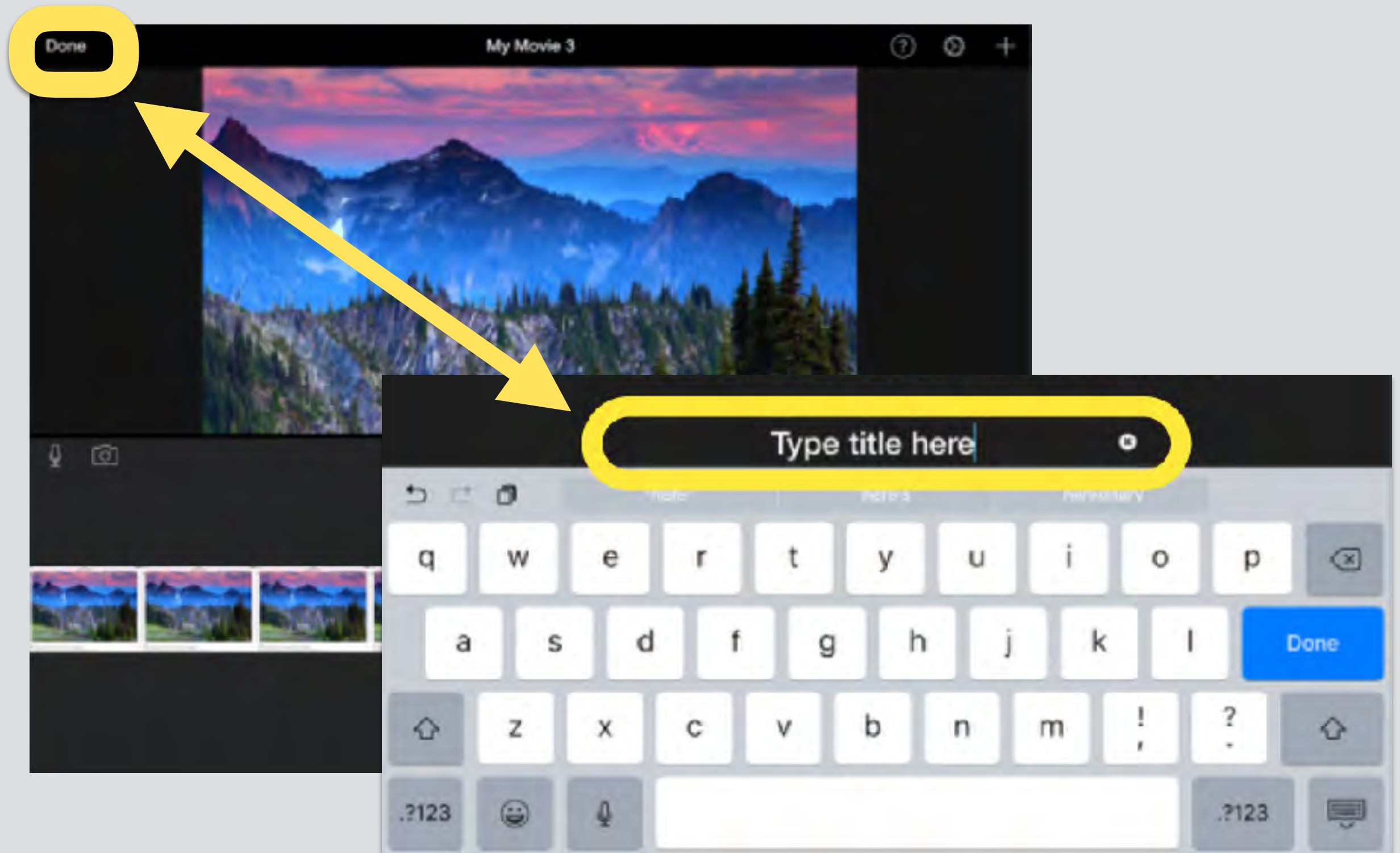




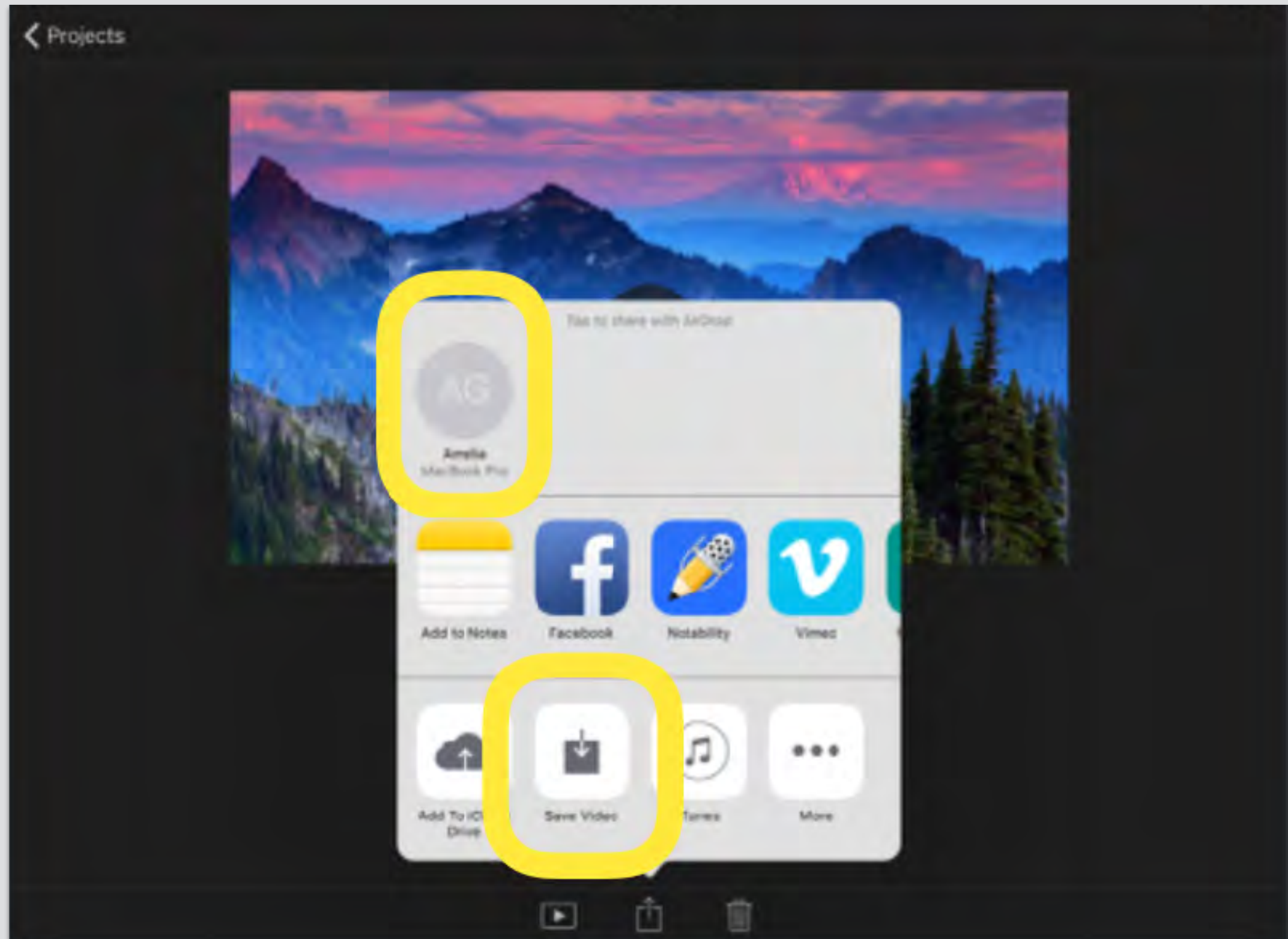
# Shorten or lengthen clips holding the end



# Hit “Done” and give your film a title

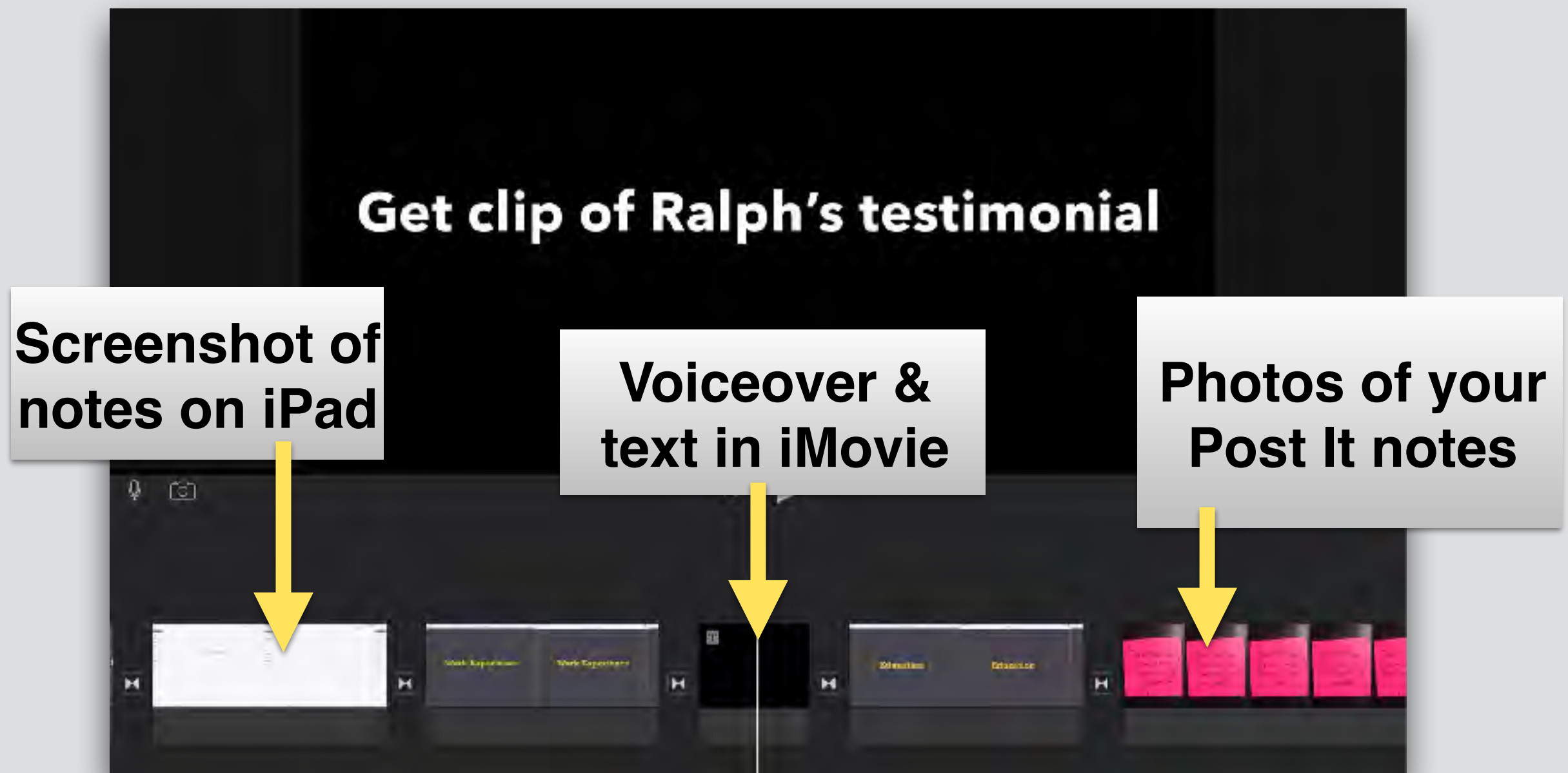


# Save your project as a completed video





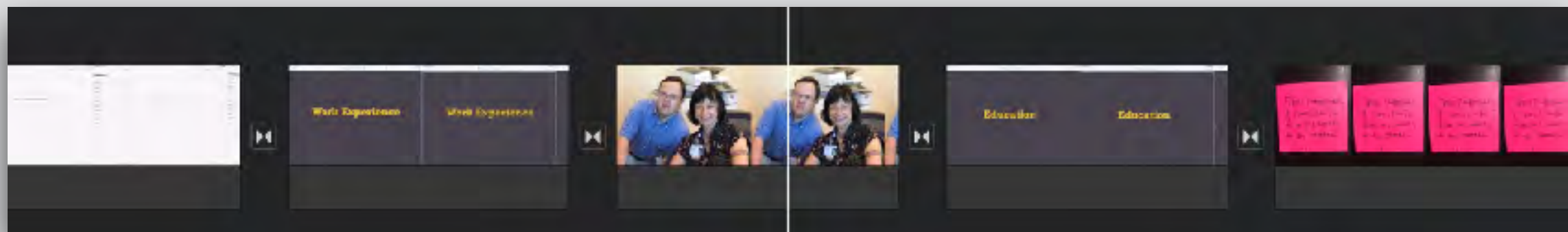
**You will probably capture intro and final pitch first and then gather content for the other sections. We recommend making placeholders / reminders of what you want to capture, right in your movie. Then you won't need the worksheet again.**



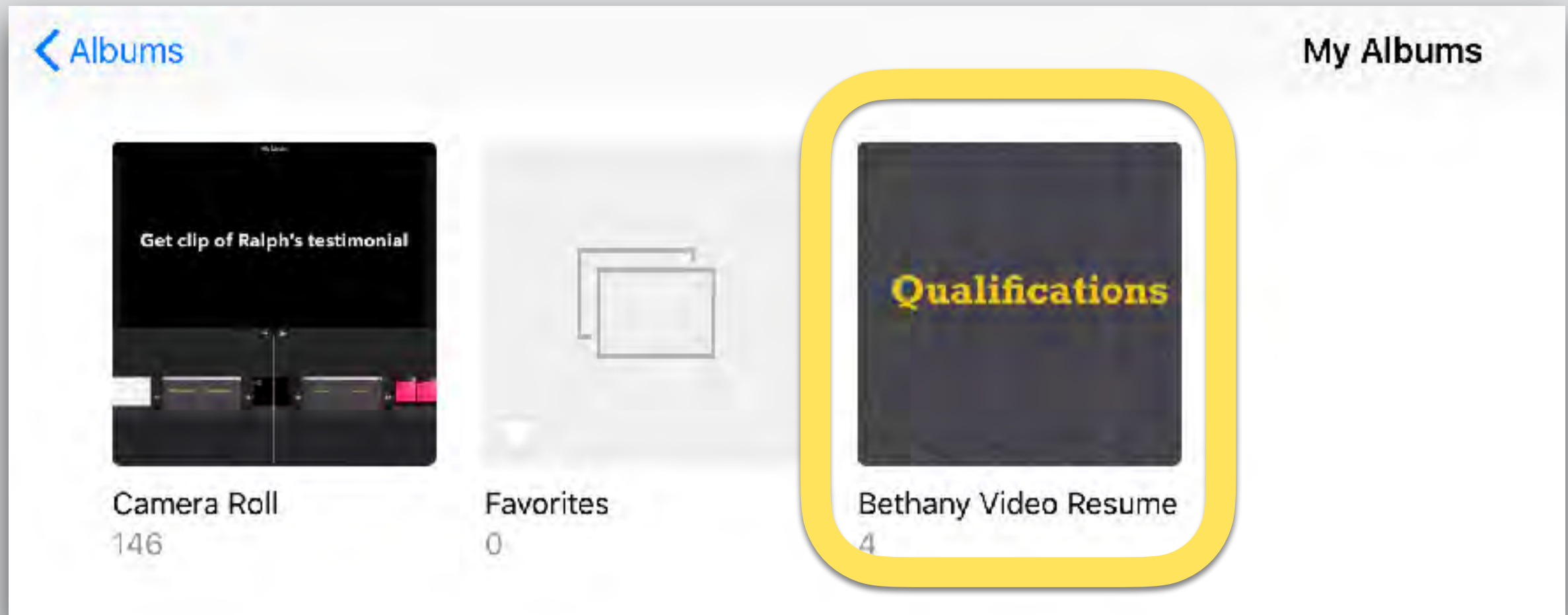
**This allows the you to reference and track the process, knowing what needs to be done.**



**Delete placeholders as you replace with clips.**



**In Photos app, make a photo album & add all clips used in your video resume in one place. Don't forget to delete any unusable clips as you go!**





# Reminders for capturing strong photos / clips

**Horizontal**



**Vertical**



**Front Lit**



**Back Lit**



**Focused**



**Unfocused**





**Balanced**



**Off Balance**



**Framed**



**Out of Frame**





**Facing**



**Not Facing**



**Clear Background**



**Cluttered Background**



**Clear Camera**



**Finger Over Camera**



**Smile!**



**Not Smiling**





**Professional**



**Not Professional**



- **Carry a dark and light piece of felt cloth to use as background, or find a wall with a solid color**
- **Don't cover the microphone with your hand**
- **If you need the audio, find a quiet environment with no echo, don't be afraid to tell people you're filming**
- **Wipe camera with a lens cloth to clean off smudges**



# Types of Clips

## Supervisor testimonial



## Photo with voice over



## Images from the internet



## Customer film intro





**Once all the clips are added to the film,  
write out or voice activate a script for  
captioning and voiceover.**



**Break the script into lines of text that are about the same length. This keeps font the same size on an iPad.**

**I have 6 years of experience working in DC Government.**

**I am recognized as a national expert and established speaker at national conferences.**

**I co-facilitate person centered trainings.**

**I have managed a project of national significance also known as the Partnerships in Employment Grant, the PIE grant.**

**My duties include expanding access to postsecondary opportunities and employment for individuals with intellectual and developmental disabilities.**

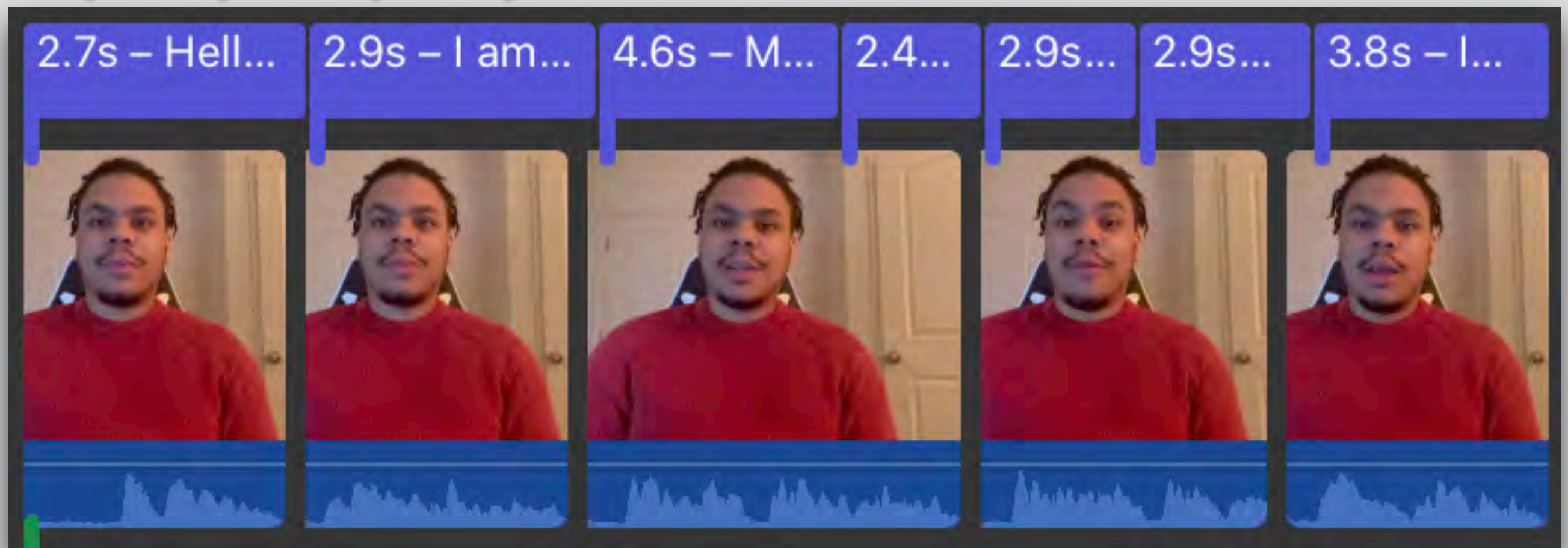
**I graduated from George Mason University with my Bachelor of Arts in Psychology in 2014 and graduated from the University of Illinois at Urbana- Champaign with my Master of Arts in Education Policy with a focus in Diversity and Equity Issues in 2015.**



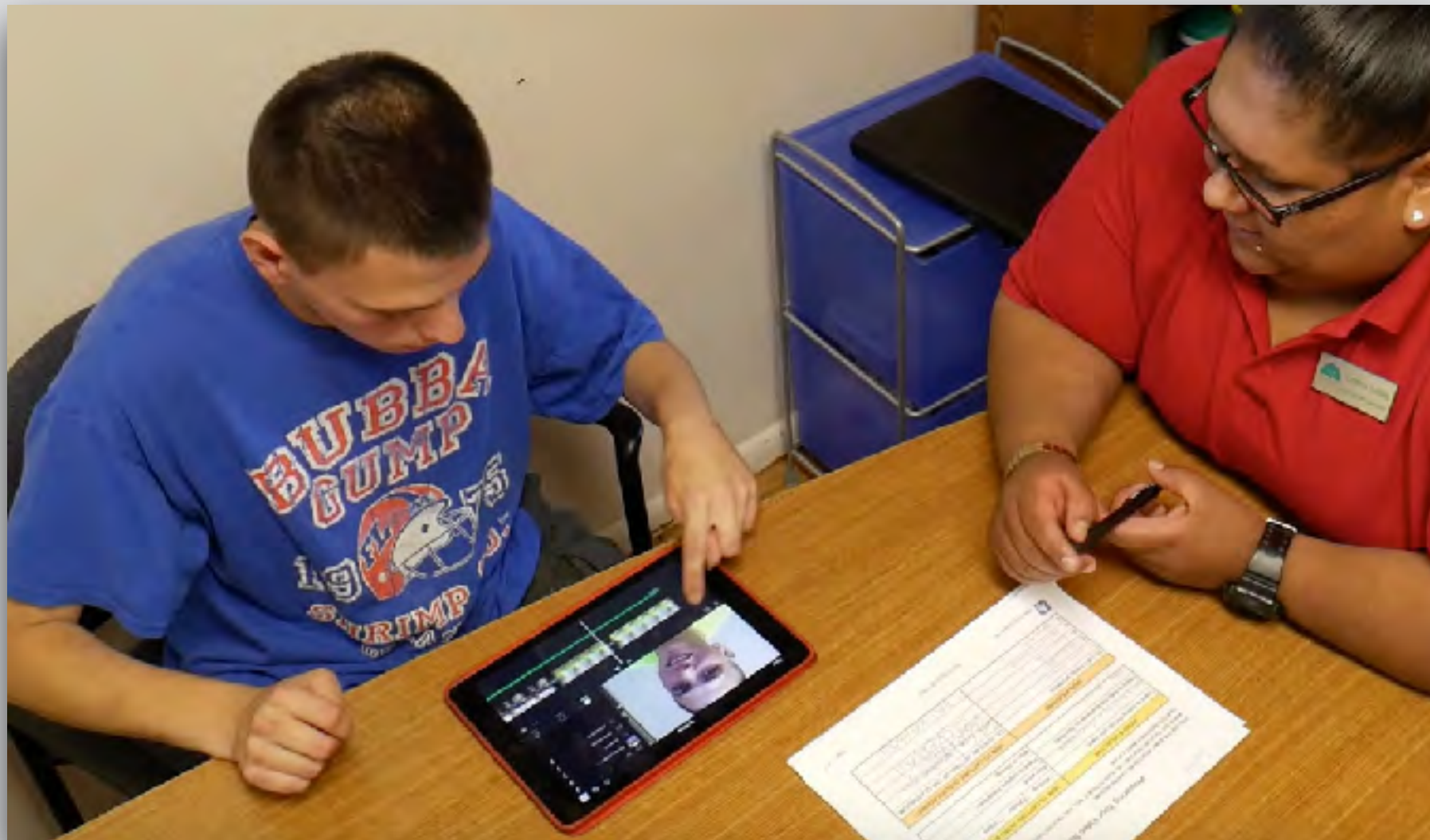
**Your video clip can be split, so you can add one section of caption at a time. The video will still run looking like one long clip, but the text will change as the person speaks.**



**Each of these clips has different text**



**Support customer decisions about who will be doing the voice recording. Record in a quiet environment. This can be broken up into small recordings, one clip per section. Every recording can be edited.**





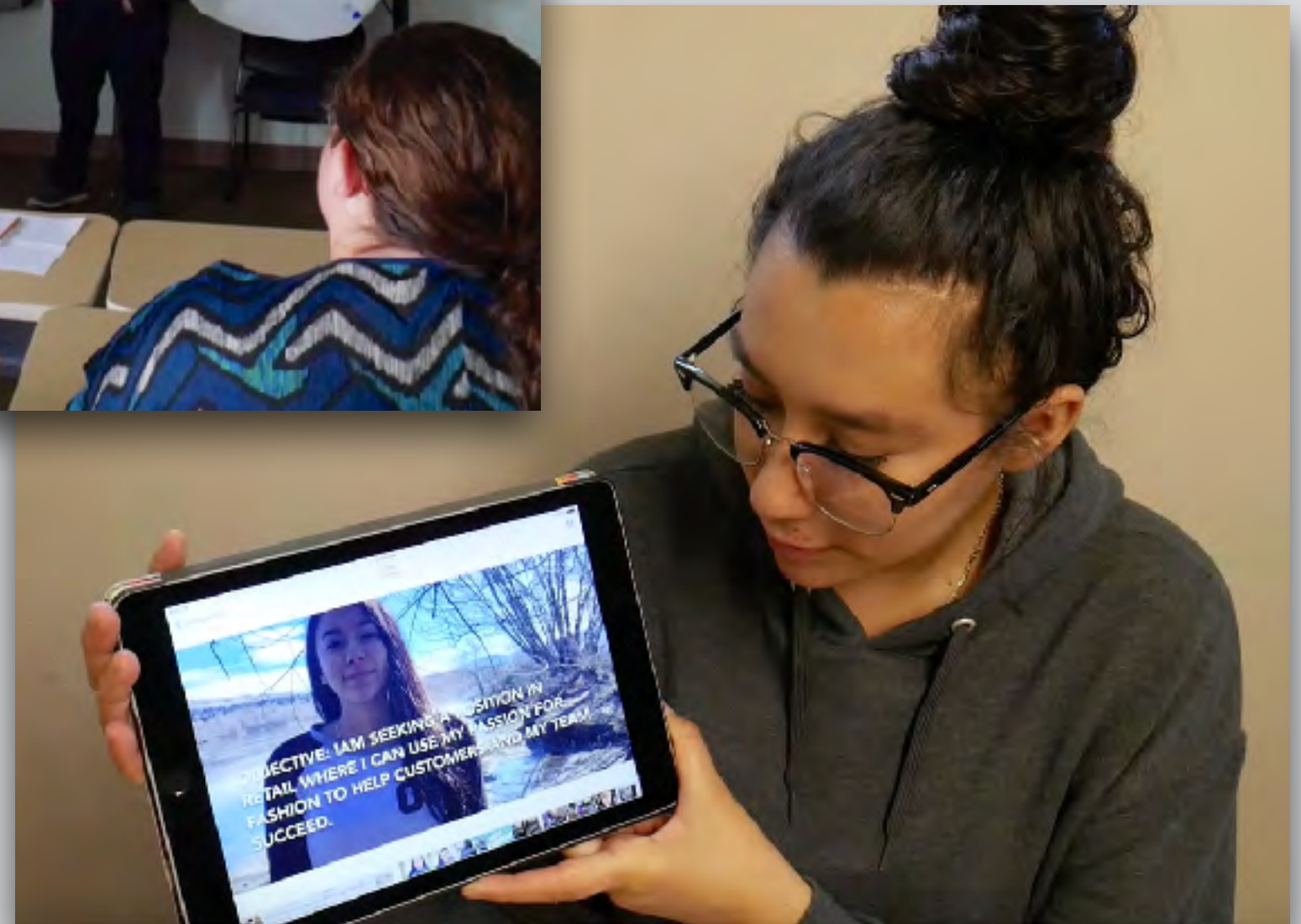
**To make film accessible to everyone:  
If there is text, add voiceover.  
If there is voice, add text.**



**CAPTURING FILM & PICTURES IS A  
GREAT WAY FOR ME TO SHARE STORIES**



# Share drafts with peers to get feedback



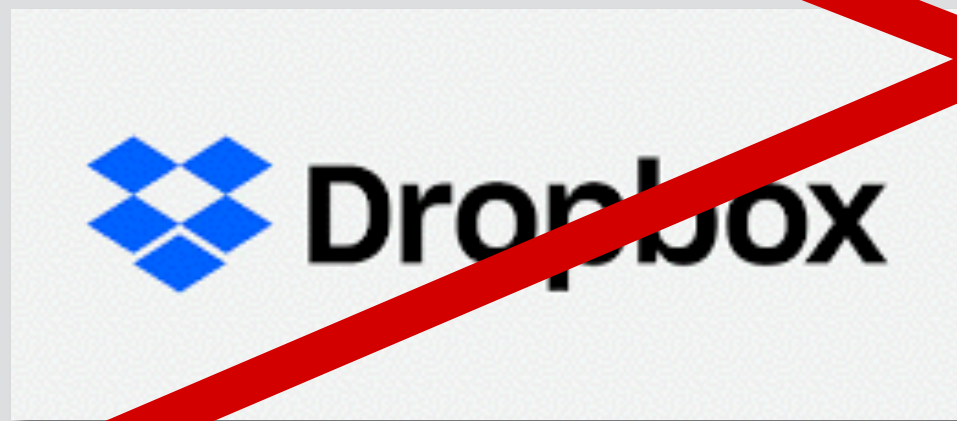
**Once the video resume is complete, set up mock interviews to share with stakeholders. Ask for feedback. Edit film based on the feedback. This is a great opportunity to prepare for future interviews.**



- **Stay organized**
- **Keep it professional**
- **Be brief & concise**
- **Don't delete clips from iPad until you save the finished film**
- **Save a copy without BG music**



**It is important to identify a secure, HIPAA compliant site to store the final draft of the video resume. Be aware that most free cloud services are not secure. The site should be accessible to the customer. They need access to their film and an easy way to share with employers. Typically sharing from their own device, sometimes sending a link.**



**Click here to view Video  
Resume Overview Film**

**Or Visit:**

**<https://www.ableopps.com/video-resumes> for  
the overview film and to download training docs.**