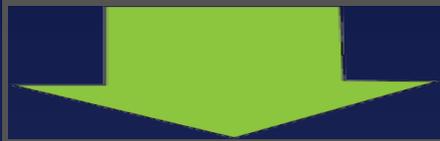


Know your learning style to get the most from this site



Choose a statement below that best fits you. It will lead you information that will help you use this site effectively...

**\* I am very familiar with my own learning styles and preferences and I can choose learning resources based upon what works best for me**

**\* I have a general idea about the kinds of resources that help me to learn best, but I could use a review to help me make the best choices.**

**\* I haven't put a lot of thought into how I learn best, and I could use some information to help me make the best choices.**

## About this Site

**About this Project**

**About Differentiated Learning**

## Welcome to Career Docs!

The differentiated source for career learning

Being ready to enter the workforce will bring together many of the things you have done so far in your life. Skills and abilities you have developed and experiences you have had combine to make you that special person who is ready to succeed in a new job experience! The key to connecting with the right job opportunities is being able to express to a potential employer just what it is you have to offer.

You are unique! There is no one in the world just like you. Expressing your uniqueness is a challenge. This site recognizes that your uniqueness can be seen not only in the package you will present to employers – it can be used to make the process of learning about career readiness a better experience for you!

To get you to where you need to be, we will be building your products – a set of documents that you can use to provide employers with the information they need to get to know you. However, as you work towards creating your products, you will be learning lots of new information. To learn effectively you will need a process that is best suited to you as a learner. There are so many resources available to help you through your process that you could spend far too much time and effort just locating the resources that might work for you. This site will help you to figure out the best places to start based on who you are and how you learn best.

Start by using the controls on the left to learn how to apply your learning preferences to the choices you will make on this site. Then use the tabs above to begin working on your pocket resume, your job application skills, resume and cover letter writing.

About the Author

References/Works Cited

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## About Differentiated Instruction

Differentiated instruction is a structure through which to provide students with opportunity to learn new material in a deep and meaningful way. It combines the use of carefully planned strategies to engage learners and move them through content in ways that suit them as individual learners. Differentiated instruction starts with an assessment of the learner's patterns, habits and preferences. It also assesses where a learner is starting on the scaffold of knowledge offered by a unit of instruction.

Strategies to deliver instruction to groups of students are tailored to meet the needs of the students within the groups. Offering different modalities through which to acquire learning and skills is a hallmark of differentiated instruction. There are many specific strategies and methods that can be employed within a differentiated context. A few are listed below.

- Pre-assessment:
  - Assess learning styles and preferences
  - Assess prior knowledge and readiness
- Creating a positive learning environment
  - Assuming that all student can learn and contribute
  - Grouping of students
    - Use flexible grouping
    - Provide instruction on how to be a successful and productive group member
  - Providing resources that meet the needs of all learners
  - Using technology to assist learning
    - Enables delivery of content through multiple channels
    - Provides extensive availability of learning resources in multiple formats.
- Differentiating process
  - Offering multiple avenues through which to connect with content
    - Stations, choice activities and assignments, varied resources
- Differentiating product
  - Flexible assessment, tiered assignments, choice assignments

There is a great deal of information available about differentiated instruction available to both

teachers and learners. Using the works cited section of this page or even a simple web search will bring you to a wealth of information that can help you to use these strategies effectively as a learner or a teacher.

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Start by viewing the slideshow about filling out Job Applications, then choose the resources below to help you better understand the process of filling out a job application. As you learn or afterward, prepare a sample job application of your own to keep in your folder.



## The Resources

	How to fill out a Job Application	Howcast Video
	Filling Out Job Applications	Online Article
	Sample Employment Application Form Quintessential Careers	Online Printable Worksheet
	Quintessential Careers: A Job-Seeker's Guide to Successfully Completing Job Applications	Online Article
	Succeeding in the Wworld of Work Student Activity Workbook	Classroom Resource p.75
	Creating Your High School	Classroom Resource p.



Portfolio

126-130



Creating Your High School  
Resume

Classroom Resource p.  
114-115

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Hi! I'm Barbara Gorbaty.

I am in the M.S.ed.program with a concentration in Career and Technical Education. I teach at the Southwest Vermont Career Development Center in Bennington Vermont. My school offers two year career and technical programs for high school juniors and seniors. I also teach introductory courses for freshmen and sophomores. As you can guess, I'm in the CTE program. I've been teaching at the CDC (no, really, that's what we call it locally) for seventeen years. Before that, I taught at a Job Corps Center for a few years. I guess you could say I'm a die-hard tech ed. person. However, I started my career as a high school English teacher.

I teach a program called Communication Technologies. It is the best of all worlds, as I draw together students who have varied interests in graphic design, writing and digital media and we basically do a lot of cool, creative stuff. We also do a lot of theory, technology, software and production work. The class meets for ninety minutes a day one semester and two-and-a-half hours the other semester. The students complain of having not enough time even in the long semester. I am blessed with a great lab that includes a good variety of printing equipment, including capabilities for wide format and vinyl work. We use the resources to run a classroom business that does media and promotion work for local organizations. For example, when the chamber of commerce runs a festival, we're often the ones who do the promotional work including everything from street banners, to lawn signs, to newspaper ads and posters.

Another part of my day is spent teaching English to students in the other technical programs, classes like automotive, forestry, building trades and such. While some teachers might not enjoy working with kids who typically come in turned off to language arts, I love it. We keep it very grounded in reality. I focus on business and technical writing, and work to get kids to see the benefits of developing their literacy skills.

I live in Brunswick, NY with my husband, Jeff, my daughter, Hannah and Penny, the dog. Feel free to contact me at [bgorbaty@svcdc.org](mailto:bgorbaty@svcdc.org).

Congradulatons on being confident in your knowledge of your own learning styles and preferences.

All of the resources listed on this website are coded to direct you to materials that are suited to your learning preferences.

	Reading	These materials allow you to read information at a pace that suits you
	Visual Information	These materials have lots of examples and visual components. They are well suited for people who thrive on seeing models of how things should look.
	Audio Information	If you learn by listening, these resources will provide the material in an auditory form that will help you connect to it. Many of these are in video format.
	Interactive activity	If you learn by doing, these resources will provide you with the opportunity to engage with the material as you work through the content.

With this knowledge in hand you can begin each section by viewing the introductory slideshow and then go on to study the topic further using the resources best suited to you.

Here's to your success in generating a great set of career documents!

People learn in different ways! You may have noticed that some methods of learning are easier and more effective than others for you. Understanding your own learning styles and preferences will help you to choose activities and learning resources that are better suited to helping you learn new material deeply and efficiently. Below there are links to three learning styles assessments. Try some of them to help you discover your learning preferences.

[Learning Styles Inventory](#)[What's YOUR Learning Style?](#)[Barsch Learning Style Inventory](#)

To learn more about your learning styles and preferences, please view the document or the video below.

**VARK Learning Styles:**  
Visual, Auditory,  
Read/Write, Kinesthetic  
(Electronic Document)

After reviewing this information, you may feel more confident about making choices about materials that will suit your learning style best.

All of the resources listed on this website are coded to direct you to materials that are suited to your learning preferences.

	Reading	These materials allow you to read information at a pace that suits you
	Visual Information	These materials have lots of examples and visual components. They are well suited for people who thrive on seeing models of how things should look.
	Audio Information	If you learn by listening, these resources will provide the material in an auditory form that will help you connect to it. Many of these are in video format.
	Interactive activity	If you learn by doing, these resources will provide you with the opportunity to engage with the material as you work through the content.

With this knowledge in hand you can begin each section by viewing the introductory slideshow and then go on to study the topic further using the resources best suited to you.

Here's to your success in generating a great set of career documents!

Start by viewing the slideshow about cover letters, then choose the resources below to help you better understand the process of cover letter writing. As you learn or afterward, prepare a sample cover letter of your own to keep in your folder.



## The Resources

	Writers inc. school to work a student handbook	Classroom Resource p. 208
	Workplace communications the basics	Classroom Resource p. 158-160
	Succeeding in the world of work student activity workbook	Classroom Resource p.78
	Cover Letter	Youtube Video
	Technical writing for success	Classroom Resource p. 267-273
	Creating your high school portfolio	Classroom Resource p. 134-136



Creating your high school resume

Classroom Resource CD Templates



Cover Letter Sample Bank

Classroom network Resource (TE Drive/coverletters)

Start by viewing the slideshow about pocket resumes, then choose the resources below to help you better understand the process of creating a pocket resume. As you learn or afterward, prepare a pocket resume of your own to keep in your folder (and your pocket!).



## The Resources

	State of Illinois Department of Human Services	Worksheet you can complete on line and print out
	Pocket Resume	Printable online Worksheet
	Creating your high school portfolio	Classroom Resource p. 128
	Ms. Gorbaty's Pocket Resume Template	Online Classroom Resource

This website was developed as a final project for EDU 610, Differentiation Theory & Strategies, University of New England, Spring 2013. I have developed this website that provides differentiated learning materials on workplace readiness skills. I have categorized resources according to the learning preferences that they might best serve. Additionally, I have provided information on learning styles and differentiated instruction to help students consider their own learning preferences in relation to the resources.

I have been actively considering the ways I can use differentiation to increase students' depth of understanding about writing work related documents – resumes, cover letters, etc.. There are many online resources for this which I DON'T recommend to students because they (1) presuppose a level of understanding of the documents that high school students may not have (2) offer quick and easy strategies for developing resumes and cover letters that do not meet the needs of many high school students and (3) provide cookie-cutter templates and formats that do not adequately describe the skills, interests and abilities of young people. Getting students to understand that career development is more than an online wizard is a goal here. It requires thinking, introspection, creativity and attention to detail. I believe that by categorizing materials by the learning patterns of different sorts of learners, I might be better able to guide each student towards a set of resources and strategies that guide them towards their own set of best practices for this area of learning.

I invite your comments and feedback about this website. Please feel free to contact me at [bgorbaty@svcdc.org](mailto:bgorbaty@svcdc.org).

Start by viewing the slideshow about resumes, then choose the resources below to help you better understand the process of resume writing. As you learn or afterward, prepare a resume of your own to keep in your folder



### The Resources

	<p>Creating Your High School Portfolio</p>	<p>Classroom Resource see p130-133</p>
	<p>Creating Your High School Resume</p>	<p>Classroom Resource see p 1-26 Electronic p. 67-71 Paper p. 72-80 CD Templates</p>
	<p>Technical Writing for Success</p>	<p>Classroom Resource see p248-266</p>
	<p>Create a Professional Resume</p>	<p>Youtube Video -- step by step writing process using MS Word</p>
	<p>How to Write a Resume - Dos</p>	

	and Don'ts (HD)   Quality Resume	Youtube Video
	Quintessential Careers: Teen Resume Writing Worksheet	Online Worksheet
	Resume Writing Tips, How To Write a Creative Resume & Get a Job by Michelle, WriteByNight	Youtube Video
 	Resume Writing Tutorial	Youtube Video
	Résumé Writing Video Tutorial	Youtube Video
 	Workplace Communications The Basics	Classroom Resource see p 170-175
 	Writers inc. School to Work a Student handbook	Classroom Resource see p.206

As someone who is familiar with the idea that people can learn best in different ways, you may benefit from a review of some information about learning styles. Please view the document or the video below.

**VARK Learning Styles:  
Visual, Auditory,  
Read/Write, Kinesthetic  
(Electronic Document)**

After reviewing this information, you may feel more confident about making choices about materials that will suit your learning style best.

If you are not yet confident about your ability to choose materials based on your learning preferences, click [here](#) and try some self assessments to help you get a better grasp.

All of the resources listed on this website are coded to direct you to materials that are suited to your learning preferences.

	Reading	These materials allow you to read information at a pace that suits you
	Visual Information	These materials have lots of examples and visual components. They are well suited for people who thrive on seeing models of how things should look.
	Audio Information	If you learn by listening, these resources will provide the material in an auditory form that will help you connect to it. Many of these are in video format.
	Interactive activity	If you learn by doing, these resources will provide you with the opportunity to engage with the material as you work through the content.

With this knowledge in hand you can begin each section by viewing the introductory slideshow and then go on to study the topic further using the resources best suited to you.

Here's to your success in generating a great set of career documents!

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