Education For Creating Curriculum Vitae Using Canva For Fresh Graduates For Students Of Satria Jakarta Vocational School, Srengseng Kelurahan Kembangan Kota West Jakarta Dki Jakarta

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Abstract. The purpose of this community service is to educate prospective fresh graduates for vocational students who are increasing every year in the 4.0 industrial revolution. For graduates who do not continue to tertiary level and want to go straight to work, of course, they need to prepare themselves to make an application file or curriculum vitae. Graduates are required to be creative in interactive digital developments and be able to increase interest and motivation with the ease of making a CV through the Canva application. Educational activities to create a curriculum vitae for fresh graduate vocational school students, carried out to optimize technological knowledge capabilities which have implications for increasing skills in utilizing applications.The implementation of this community service activity is aimed at grade 3 SMK students who in a few months will approach graduation at SMK Satria Jakarta, Srengseng Village, Kembangan District, West Jakarta. The results of interviews with several students at SMK Satria in Jakarta showed that the use of Canva in making Curriculum Vitae had never been done or had not been studied. The results achieved after this training activity are 1) increasing the ability of students or prospective graduates to use Canva to design CVs, 2) the results show that this community service education activity has an average score of 4.94 (good criteria). Based on the results of this community partnership program, it is hoped that these results can be good input for the Satria Jakarta Vocational School in particular, the DKI Education Office, education practitioners and the government in general. The ability of prospective fresh graduate students related to the application of technology and various learning applications in learning activities is still being improved.
Keywords: education, canva, curriculum vitae, fresh graduate

INTRODUCTION

The development of information and communication technology has had an influence on the field of education in the learning process. This is shown by the increasing use of e-learning in the world of education. The presence of platforms that help students in learning, becomes a consideration for prospective fresh graduate students to be ready to accept changes. The form of the use of e-learning in learning that occurs is the use of audio programs, video programs, the use of TV-education, the use of social networks. The use of e-learning in learning is also described in the Minister of Education and Culture No. 69 of 2013 concerning the SMA-MA curriculum that the 2013 curriculum requires an educator to apply information and communication technology in their learning.

Learning that is conducive and fun in the industrial revolution 4.0 makes changes in learning styles in the learning process. Students are required to be able to follow the interactive digital learning process. So that one of the challenges for students and learning technology developers to innovate is to participate in learning that is fun and not boring for students. The development of technology and information that is always updated at any time has shifted the role of the teacher by itself from a single provider of information in a very conventional environment (teacher centered) to a learning facilitator who allows students to be more active in learning through various sources (student centered).

One application that appears on learning platforms used in educational institutions is Canva. Canva is a service for creating learning content such as infographics, posters, banners, presentations and even curriculum vitae which are very helpful in the learning process. Where the making of a curriculum vitae using Canva is very necessary for prospective fresh graduate students. This condition is supported by the potential of the Indonesian people in general who act as digital natives, digital media users (Indonesia, 2015).

Canva is one of those applications to create a more attractive curriculum vitae. Applying for a job now doesn't have to be made in a difficult and less practical way. One application site that provides free design features for creating curriculum vitae is Canva. So that it can be used to make online job applications. There are various advantages that can be used, namely many templates are available and can be used as media. Starting from presentation templates, curriculum vitae, making posters, making worksheets, designing study cards, summary cards, and various other things that can be used for learning. With the template, prospective fresh graduate students no longer need to write using pen and paper. So it will be easier to make designs to apply for jobs. To support a variety of designs, illustrations and icons are also provided very completely. Thus, prospective fresh graduate students do not need to write words that are too long in a cover letter, or make job applications full of long sentences. By using the illustrations and icons provided, the display of job application media becomes more attractive and easy so that it is easy for many companies to understand. The most important thing in the midst of the current economic difficulties, everything can be used for free. That way, each applicant does not have to spend too much money to make an effective job application online. With free access, it is hoped that prospective job applicants can use it to the fullest. Also, there will be more and more companies everywhere in the world that can use it.

Some of the results of research and implementation of community partnership program activities that have been carried out include the results of research by Dewi and Adam (2019) that there has been an increase in student learning outcomes using Canva based on blended learning. The results of Garris' research (2020) show that by using the Canva application, students can use the knowledge, creativity, and skills they will acquire to prepare for making Curruculum vitae, so that this media can also be used in various areas of life. This training program has been able to provide enormous benefits and is right on target for the target audience of the training participants in this activity. Tiawan, et al (2020) this form of education is a very effective form of providing refreshment and additional insight and new knowledge in the field of graphic design in the school learning process. Thus it is clear that in order to achieve the competencies or skills expected of students in facing their future, students must utilize e-learning in learning. The importance of using e-learning in learning is given the potential of e-learning itself in facilitating and optimizing the learning process. In a broader context, namely education, the obvious potential of e-learning is to expand learning opportunities, improve the quality and efficiency of learning, enable independent and cooperative learning, and promote lifelong learning.

METHODS

To overcome the problems faced by partners, a community partnership program will be carried out using Canva as an application for making Curriculum vitae for Satria Vocational School students in DKI Jakarta with the following approaches/methods:

1. Practical work
   Practical work is the main method of implementing this training. Each participant is directly mentored and directed to practical skills in using the Canva platform.
2. Discussion and Q&A
   Problems related to using the Canva platform as an application that can help create a practical curriculum vitae
3. Independent/Structured Tasks
   For the continuity of task completion, the developed implementation will be followed by independent assignment.
4. Assignment Review
   Aims to determine the extent to which the skills being trained are mastered by the trainees. Review assignments are carried out directly on the spot.
5. Live consultation
   Direct consultation is carried out during training / education

RESULT AND DISCUSSION

Canva application training as a strategy to create a curriculum vitae of technological knowledge for vocational high school students in DKI Jakarta, was held on Friday 4 November 2022 at SMK Satria Jakarta which was attended by 40 students.
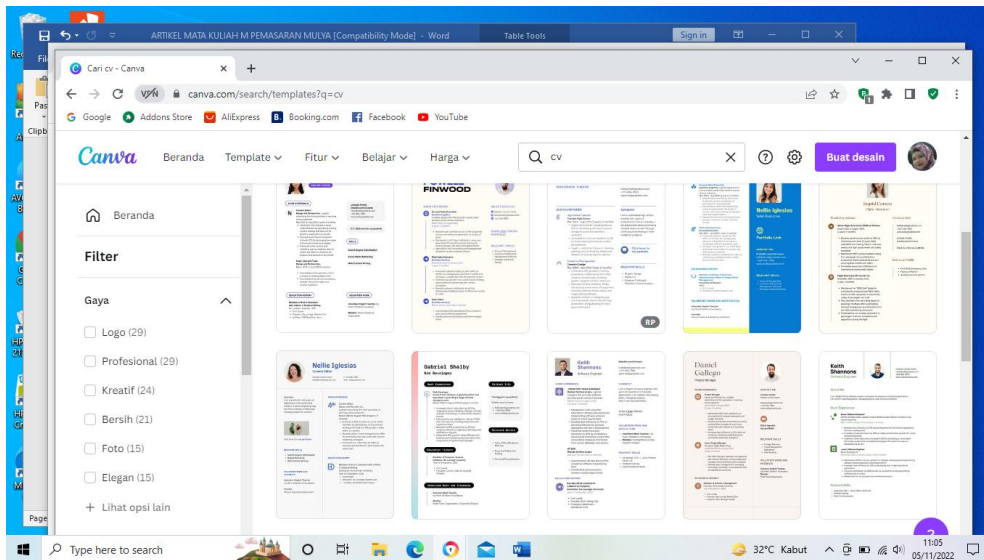
Canva application training activities for high school students are carried out to optimize technological knowledge skills in making curriculum vitae in utilizing learning applications. The results of interviews with several students showed that the use of Canva in making curriculum vitae had not been carried out optimally. In fact, learning trends in the 21st century demand unlimited learning resources (Lee, Hung, & Teh, 2014; Yáñez, Okada, and Pallau, 2015. This is why digital media literacy is a demand that must be met. After that, the team provided Canva application training as a strategy to increase students' Technological Knowledge.

Using several methods such as introducing Canva's application presentation and features (Figure 1), after that the team distributed Canva Pro accounts to students. The Canva Pro application features are more complete and include all the features needed to design a curriculum vitae. After that, during discussion and question and answer activities, as well as practical work, students were given the opportunity to ask questions about things they didn't understand about the Canva application. Followed by the assignment of assignments as well as consultation and assistance to activity participants. The training was carried out with the aim that the output produced in this training would allow students to have new knowledge in utilizing technological advances, especially in the use of the Canva application which can be used to create curriculum vitae.

Table 1. The results of the analysis of the assessment of the implementation of PKM activities

No	Description	Score	Criteria
1	Materials presented in PKM	4,9	Good
2	Student response to the material presented	4,6	Good
3	The relationship between the material presented and the needs of students	5,8	Very well
4	The relationship between material and applications that can be absorbed by students	4,7	Good
5	The relationship between material and needs	4,9	Good
6	Speakers and presentation techniques	4,9	Good
7	Time spent in giving material	4,7	Good
8	Material Clarity	4,9	Good
9	Student Interest in Activities	5	Very well
10	Activity Satisfaction	5	Very well

Based on the assessment results table, the average rating of the training participants was 4.94, which was in the good criteria. This can happen because they take part in this activity because currently high school students are taking the initiative to empower technology to prepare curriculum vitae. This is in line with the results of the training conducted by Bakrie, et al (2021) that by providing training using the Canva application, students are able to make interesting material and video presentations which will be very useful in fulfilling interview calls when applying for jobs.

Picture 1. An example of Canva's feature features for creating a curriculum vitae

CONCLUSION

Based on the results of the implementation of this training activity
1. Increasing students' ability to use Canva to design curriculum vitae,
2. The results show that this community service has an average score average 4.94 (good criteria).

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