



# DIY VIP Video CV Pack

An inclusive guide on how to create your video CV for VIPs

**VIP-Tech-Job:Time 2 Act! result 3**

Coordination of Publication: DAFNI KEK



Co-funded by the  
Erasmus+ Programme  
of the European Union

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## Contents

Chapter 1 -The concept of a personal presentation video for the job market.....	4
So, what is the “video resume” or “video CV”?.....	4
When should we use it?.....	4
So, what do we actually include in a video resume?.....	5
Chapter 2 - Why should you create a personal presentation video as a young VIP.	6
Chapter 3 -Useful accessible tools, means and skills to create a personal presentation video as a VIP.....	7
Chapter 4 - A step-by-step guide on how to create your own personal presentation video.....	9
Outline of the process.....	9
Defining your context.....	9
Creating your scenario.....	9
Setting up your background and cooperating with others.....	10
Finalising your scenario and start filming.....	11
Chapter 5 – Technical considerations.....	13
Chapter 6 – Editing process.....	15
Chapter 7 – Content platforms on accessibility technologies.....	17
English language.....	17
French language.....	17
Italian language.....	17
Spanish language.....	18
Greek language.....	18
Multiple languages.....	18
Resources:.....	19

## Chapter 1 -The concept of a personal presentation video for the job market

The recruiting process has evolved and, nowadays, virtual recruiting has gained much popularity, especially after the beginning of the covid-19 pandemic. Apart from the virtual interviews, video resumes are also acceptable during this process. Not only that, but there seems to be a growing demand for them to the point that they could soon be considered as a replacement to the traditional cover letter. It seems only logical since remote work remains quite relevant in the present times and that has made the videos a common and, sometimes, familiar part of our work and everyday lives.

### So, what is the “video resume” or “video CV”?

The video resume is a video recording that can be used by applicants seeking a job and it replaces the traditional written CV -whether in print or in digital format. The purpose of such a video application is remarkably close to that of a cover letter -a chance to speak directly to an employer and give emphasis to your competences, skills, experience and, above all, personality. This last characteristic can separate you from the other job seekers and it has become easier via this medium to highlight that instead of in a cover letter.

### When should we use it?

Even though one may think that because the video is the medium, and thus has to be more art related, then the possible target group are companies in the digital/IT sector or in journaling, fashion etc. No, it may be more popular in those domains, but one is free to do as they please depending on the circumstances. So, what must be done is to take into account the position we are applying for and, also, the organization's profile. Additionally, if the employer asks specifically for a written CV, then we should not try to substitute it.

Video resumes can have some disadvantages with some of them being easy to overcome with practice and careful planning. For example, the biggest issue is time, whether it is the time constraints of the video or the time-consuming procedure to film and edit it. It can be overcome though with careful organization and enough will to perfect it. Utilizing those skills, we can make our video CV an asset instead of making ourselves stand out for all the wrong reasons and highlighting our flaws.

Of course, this innovative mode of job application can as easily set us apart as highly creative persons that are prepared to go the extra mile in order to achieve what they want. Moreover, it is a showcase of creativity, which is an important quality in the job market, and it enables us to express ourselves by actually demonstrating skills that are otherwise just described in a traditional resume. A few of those skills can include public speaking and communication, digital competence and even a presentation of a portfolio work.

Overall, producing a video CV gives a potential employer a first clue of our personality that cannot be (always) achieved through written means. So, it is important to practice our stance and outside image and we can get valuable feedback from friends and family on what we can change and/or improve. Making that video will allow us to put ourselves out there and build our sense of self-confidence, as we'll start feeling comfortable with our image and possible perception of others, while at the same time we will be existing in an environment that is safe for us and let us express our unique set of characteristics.

## So, what do we actually include in a video resume?

First of all, we should take note of the aim of the video CV, which is to show to the potential employer that we are the ideal candidate for a specific job. That means that we should focus on those characteristics that are related to the position in question and try to create a connection with the viewer through the presentation, in a positive way, on why we would make an excellent addition to the company's team. In general, the video will have to include an introduction with the personal data, the second "big" part that discusses the skills/ qualifications and a final part as a conclusion where we would emphasize our willingness and enthusiasm for this particular job.

A few tips that would be helpful when drafting our video resume are the following:

- ❑ **Make a friendly introduction.** Creating a warm environment from the start is important so as to engage the person who will be responsible for deciding whether or not to forward your application. This includes simple things such as being dressed as if this is a face-to-face meeting, greeting the person, introducing ourselves and stating the position for which we are applying.
- ❑ **Display interest.** Right after the introduction, we should provide a brief and comprehensive summary of what we do while keeping a balance between being professional and friendly. This is the part where we have to state why we would be the ideal candidates for the job and also show our enthusiasm and positivity which will, additionally, be reflected in our body language.
- ❑ **Skills and qualifications.** The main part of the video starts with sharing our skills and qualifications for the position in question. We do not have to recite all of our skillset, but we should focus on those that are closely related to the job and try to connect our strong points (hard and soft skills) with the particularities of the position.
- ❑ **Highlighting a recent achievement/ accomplishment.** After presenting our skills and qualifications, it would be great if we could share a recent achievement that clearly demonstrates our strengths that are linked to the job we are applying for while simultaneously displaying our passion for it.
- ❑ **Demonstrating our personality.** This is the more personal part of the video and a great chance to make a good first impression and showcase our creative side. That can be done by sharing personal interests and/ or hobbies that can be connected to the position.
- ❑ **Staying brief.** The length of the video should be between 60 and 90 seconds unless it is stated otherwise in the application. That happens because a company may receive lots of video resumes and it takes a lot of time to review each one separately.



## Chapter 2 - Why should you create a personal presentation video as a young VIP

As was discussed previously, creating a video resume can have multiple advantages when one is looking for a job. Personal representation is important especially in the job market and the personal competences that can be shown via the video are a big asset when we try to get someone to hire us. Sometimes, soft skills are more valued than an assortment of qualifications and there is an increasing demand for them in the workforce.

In any case, making a video is a way to better connect with others, more so than writing, because of the way that the message is conveyed (use of body/ non-verbal language, tone of speech etc.). The video will enable us to add a more personal feel to the message and thus try to form and establish an emotional connection with the recipient. Once we have grabbed their attention, we have more chances that we are going to get called in on an interview.

Apart, though, from all these advantages that can benefit anyone that makes a resume video, there are some aspects that should motivate you, as a VIP, to create your own visual content. The first one would be visibility and positive representation. What a better way to change and educate the employers on they way they think about the job seekers that are blind or with low vision by making a video yourselves?

The use of this visual media by visually impaired people may confuse people at first, for sure it will intrigue them and finally it will motivate them to get educated about visual impairments. Transformation in the workplace is needed and also a shift in the workplace culture and perceptions and that can be achieved if more and more young VIPs step up and claim their spot in the workforce. Because everyone has potential and by advocating and familiarising people with the coexisting environment in several settings, such as work, and yourself as a VIP, then this will allow them to understand that potential and help them abandon many of their misconceptions about VIPs' abilities and interactions.

Additionally, by creating our videos, other young VIPs will get inspired and encouraged to create their own and reach out to the world by making their own content and letting their voices get strong and known. Moreover, you would be able to support the creation and development of accessible content in ways that are not very widespread or even known, or even by familiarising other people with the process. The final and most crucial reason why a young VIP, such as you, is because you want to do it, you can do it and you will be great at it as all of us in our own unique ways.

As of the past years, it is clear that the future is digital and for this reason why shouldn't we take advantage of the endless opportunities and exciting tools and features that are offered to us?

## Chapter 3 -Useful accessible tools, means and skills to create a personal presentation video as a VIP

When creating your own video resume, there is an assortment of accessible tools that you can utilise, as well as various vloggers who are visually impaired or blind. One such channel is the “Blind Life YouTube” where Sam, the creator who was diagnosed with Stargardt Disease/ Macular Degeneration, shares with everyone the process of making his own videos along with some useful tips. Check, for example, the following video on the equipment that he uses to create his videos:



In this particular video, Sam talks about the kind of equipment that he uses to create his videos.

Another useful channel is that of [James Rath](#), a legally blind filmmaker that shares his experience on accessible technology. In the video that will follow, we are going to see how exactly he creates his videos and what is his goal:



As an additional resource, Sam also has published a video that contains important information on how to set up a YouTube channel, film the videos and even edit them.

In any case, creating a video can also be a process of collaboration. There is no need for someone to undertake all the aspects and each one of us can focus on what we do better. That is one of the many tips that James has to offer in his blog post: <https://www.rev.com/blog/speech-to-text-accessibility/how-blind-person-makes-youtube-video>



## Chapter 4 - A step-by-step guide on how to create your own personal presentation video

This part of the guide will try to act as a roadmap for your video, offering some basic information on how to structure your process, tools you can use as well as tips to make the process more rewarding.

### Outline of the process

- Defining your context
- Creating your scenario
- Set up your setting - Cooperate with others
- Finalising your scenario and filming
- Editing
- Accessibility issues
- Finalise and share

### Defining your context

We start with the premise that you are aware of the domains you want to apply for a job or – even better – you have detected a specific position you want to apply to.

Read the job posting / requirements of the professional domain and take notes on what stands out to you or whatever you can use based on your experience.

In case you create a video aiming at generally addressing businesses of the domain you are interested in, the you can look for job postings in this domain to get an idea of what is generally required. This can also help you in defining which skills you can also build on in the meantime, as well as better reflect on your experiences and knowledge.

Keep notes, record voice memos to yourself, discuss with a friend/parent/guardian/mentor/etc, do your research and start envisioning what you would like to say and how would you like to say it.

### Creating your scenario

Now that you have completed your research, you have reviewed your resources and have a good understanding of the domain you aim to apply using your video, it is time to start making your scenario of your video.

First of all, whatever you do, keep it short and direct. You don't want to submit a lengthy video. As it was mentioned in the previous chapters, you aim for a 60 to 90 seconds video.

Now, review your notes and try to make a good connection to your actual experience. Use examples of the activities you have been part of, whether these had been job positions, or

volunteering work or even personal initiative. These experiences should be mentioned in such a way to complement the requirement set by the domain.

For more information on how to define your experiences in a CV-like way, visit the [howto.viptechjob.eu](https://howto.viptechjob.eu) platform

Make sure that your scenario shows your personality, and especially those elements that are valued in a workplace, such as communication approach including the way you speak and address people, team-work spirit and your eagerness to work with and learn from others.

Of course, these should be shown in a balanced way, meaning that you need to avoid extreme expression of eagerness but also don't show indifference. Being enthusiastic is good but try to be in control of yourself.

Now start practicing your speech by recording yourself and reviewing your work. Initially, it is possible that your speech will be coming out less confident, or without flow but this is how everyone starts.

By hearing back your recordings, you will understand what you like and want to keep, as well as what you don't like and want to change. Repeat the process until you start hearing something you are happy with.

This has an extra advantage, that being that you are starting becoming more confident and familiarised with exposure by being more knowledgeable of how you sound to others as well as becoming more confident in your voice and your image in general.

Once you have reached a satisfactory recording, you can also make some other editions of it where you change slightly your style or your words, so that use them as options to get feedback from your social circle before finalising it.

### **Setting up your background and cooperating with others**

At this point we consider that you have already made a scenario and you have perfected it to your liking, as well as having made some variations to review with your social circle.

Make sure that you have indeed shared it with your social circle and you have considered any feedback. Consider feedback that is constructive and inspires you to continue unless of course you don't feel comfortable doing so. In any case, trying is never bad and every experience has added value in everyone's life.

In any case, the persons you choose from your social circle, should be people who you trust and can work with so that they become your companions in this activity. In case, this doesn't apply to you, meaning that you don't have this familiarisation with those around you, choose the person that you have the best possible relation with. In any case, since you aim for a job position, it is important that you try to cooperate with others even if your approaches don't always fit together in the best possible way. In these cases, the way you act and your general behavior are your best friends in making the best out of a shared experience.

Back to our stuff.

Now, share your idea on how you want to set up your background as well as the clothes you want to wear.

For more information on the appearance, consult the course in the [howto.viptechjob.eu](http://howto.viptechjob.eu)

Ask for feedback and make rehearsals with your friends/siblings/etc in order to have a better idea of the actual result.

Make sure that your setting has adequate light but not too much to the point that you cannot be seen in the video. The contribution of your companion(s) is crucial at this stage since they can help make sure that the video achieves its purpose.

Make different rehearsals, with different clothes and different background.

In all cases make sure that your clothes feel comfortable and well fitted as well as clean. Clean clothes, apart from looking good, they also make you feel good. Ask your companion to make sure that there are no malfunctions or visible stains in your clothes.

Now concerning the background, make sure that you are in a space that feels comfortable and without extra stuff that can restrict your movement or can show badly in the video. Again, consult with your companion on that. Of course, this is a great opportunity to show a space that also gives a nice glimpse into your life, your personality and/or your interests.

Make sure that the space is clean, because as for the case of clothes, apart from looking good it will also feel good.

At this point, it is possible that you have managed to created your setting and are confident with the next steps.

### **Finalising your scenario and start filming**

At this point you should be feeling much more comfortable with yourself and your choices and ready for the actual filming.

The previous steps might have led to small changes in the scenario, so it is important that be now you have a incorporated these changes to your plan.

Now it is time for the filming. This steps includes a lot of technical aspects which can differ from person to person, especially since everyone has access to different equipement.

In general, you don't need any extravagant technology. Your smartphone should be more than adequate for this job and nowadays, smartphones of all prices and manufacturers have some basic standards that allow you to create nice videos.

For the purpose of this guide we consider that you will be using a smartphone camera to do all the job. If you have access to a camera, then we consider that you already have already some adequate knowledge so there is no point in further addressing it.

Depending on your experience and abilities, this step can be achieved either by yourself or with the contribution of your companion.

First and foremost you need to make sure that the camera is stable, meaning that it rest nicely and uninterrupted by movement. For this you might need to use a stable structure such as a tripod or use your creativity and make the stable base with things you have already available by stacking and assembling them together. A companion at this stage can be also very helpful.

## Chapter 5 – Technical considerations

On chapter 3 we introduced some blind/visually impaired filmmakers that offer a lot of guidance in the creation of a video. For their case, they seem to mostly make use of professional cameras for better image quality, but this is not the case for all of us. Professional camera's can be very expensive and relatively difficult to learn to use properly. Considering also that camera's do not yet have a lot of accessibility features, it is best to avoid them for something that can be done with what we have direct access to – our smartphones.

Smartphones are great, and we all know that! Both iOS and Android users have the ability to do a lot of things using their smartphones and taking a video is one of them. Latest technology allows us to use artificial intelligence to provide accurate information and this is something that many new smartphone models have integrated it into camera use. Yet, it is possible that your smartphone model might not do that yet, but don't worry – you can still do it perfectly.

We will provide some technical suggestions here, but we consider the readers of these guide knowledgeable on the use of text-to-speech technologies, so we will not go into more depth on this.

When we are talking about smartphones, we mean iOS and Android devices, although more options might be available, but they are not so widely used and they have limited support on their accessibility features.

In general, iOS and Android are the operating systems of each phone, which you might know by the different commercial names of the companies that create the hardware part of them. For our case, we do not care about the hardware part, just the software which can either be iOS or Android since they are the most easily accessible ones.

Both these operating systems have well developed accessibility features for different levels of accessibility. For the case of visually impaired and blind persons, the mostly game changing tools for accessibility in smartphones have been the two main screen readers, **VoiceOver** in iOS and **TalkBack** in Android. Both involve touching or swiping on the screen, resulting in the audible narration of the item currently shown on the display. Subsequently, performing a distinct gesture allows for interactions with that item.

The screen readers are the voice assistants, i.e., Siri in iOS and Google Assistant in Android, which allow interaction depending on speech and not touch, so the users can ask the respective assistant to carry out a specific task. This feature has its limitations depending on the task you want to achieve, but it can be very helpful in supporting the video recording process. Some things to consider is that the supported languages that the voice assistants can understand might be limited and/or not widely developed yet, so it might get a bit frustrating with some tasks. Also, you need to make sure that your tone of voice is clear or that you can speak the words as clearly as possible.

In case your visual impairment allows you to see some things, then you can use the accessibility settings that adapt font size, lightning, contrast and color correction and removing moving images. Settings may differ per operating system.

For a complete list of all accessibility settings, visit the following online guides:

- Android Accessibility Help - [link](#)
- iOS Accessibility Features - [link](#)

Additionally, there is the Windows Phone Operating System that has some accessibility features but it is only available in the United States. You can check out some of the features in this [link](#).

For more information on accessibility technology updates, you can visit the EBU Access Cast at <https://ebuaccesscast.libsyn.com/>

For more information concerning the use and familiarization with accessibility technologies as a visually impaired and blind (VIB) person, make sure to address your relevant local and national associations that can offer very well-structured courses to help you achieve that or consult the resources that might be available in your language or in English.

You can alternatively consult some YouTube or TikTok channels that are run by or for VIB persons, as well as podcasts. There is a non-exhaustive list with many of the different options available on Chapter 7 of this guide.



## Chapter 6 – Editing process

Once you have created your video, it is time to do some editing to cut out transitions, long pauses as well as the beginning and the end of it. Depending on your knowledge and skills, or your availability to acquire them, you can either do it yourself or work with your team of friends/trusted companions/colleagues to make it happen.

In case you don't know how to do it yourself, you can work with a person that you trust and you have good communication with. Once you have all your clips gathered, you share the clips with them and you give them directions on what you want the end result to look like. E.g you can say that you want the video to start with one specific clip you took, followed by the next until you reach the final clip. Alternatively, if you did everything in one go, you can just instruct them to cut the poses, the transitions, etc. Once the editing has been done, you review it and you either suggest changes or start sharing it as it is.

In case you know how to do it yourself, then you follow your usual process.

In case you are not familiar with the process but want to try and learn how to do it, then you can follow the next steps.

Depending on what kind of operating system you use, you will have different options. For this case, we will consider pc/laptop, tablet and smartphone.

Similarly to smartphones, we will again focus on specific operating systems and their relevant software.

For the case of pc/laptop you might be using

- MS-Windows (most common option of commercial pc/laptops – uses JAWS screen reader)
- Mac OS (most common option among VIB persons – used VoiceOver screen reader)
- Any Linux distribution (e.g. Ubuntu) (free open source – uses Orca screen reader)
- Chrome OS (the pc/laptop equivalent to Android – uses ChromeVox screen reader)

Other operating systems are also available but not so commonly used, so we will not mention them here.

If you are using a tablet, the operating systems are the same as the smartphone ones that we have already introduced on chapter 5.

Depending on the operating system your pc/laptop, tablet or smartphone uses, you will have different options available for video editors. Since we are concerned about accessibility, we will have to make sure that the video editor we are using can work well with accessibility settings on our device. Following you can find a list of such video editors that work well with the accessibility settings of their respective operating system.

iMovie

- Available for Mac OS (pc/laptop) and iOS (tablet, smartphone)

- Works with VoiceOver
- Free of charge
- iMovie accessibility guide ([link](#))

#### Final Cut Pro

- Available for Mac OS (pc/laptop)
- Works with VoiceOver
- Free trial available
- Suggested tutorials and tips by Taylor Arndt ([@tayarndt](#)) on YouTube

#### Windows Movie Maker / Windows Video Editor

- Available for MS-Windows (pc/laptop)
- Works with JAWS
- Free of charge
- Suggested tutorial "Windows 10 Video Editor Demo Using The Jaws Screen Reader" by Samplitude Access ([samplitudeaccess7999](#)) on YouTube

#### kinemaster video editor

- Available for iOS and Android (smartphones and tablets)
- Works with VoiceOver and TalkBack
- Free of charge
- Suggested tutorial "How to use kinemaster with TalkBack best video editor kinemaster professional video editor for blind" by tech assistant for blind ([@techassistantforblind](#)) on YouTube

There is a variety of video editors for Linux and ChromeOS which theoretically could work with the Orca and ChromeVox screen readers respectively, but unfortunately there are no available tutorials, tips or simple guides to help navigate them more easily, so it is not recommended at this stage.

**Disclaimer:** We are not affiliated with any of the companies that create this software, we share them purely and simply for their ability to work well with accessibility settings and they have been chosen through careful research although we have not test them completely, so keep that in mind when working with them.

## Chapter 7 – Content platforms on accessibility technologies

Here is a list of videos and podcasts made by or for blind and visually impaired persons, that can offer some nice insights into technological advancements concerning accessibility and help you keep up to date with new technologies.

### English language

- Live Accessible ([@LiveAccessible](#))
- Carrie on Accessibility ([@carrieonaccessibility](#))
- Lucy Edwards ([@lucyedwards](#))
- James Rath ([@jamesrath](#))
- Taylor Arndt ([@tayarndt](#))
- tech assistant for blind ([@techassistantforblind](#))
- Casey G ([@HowCaseySeesIt](#))
- The Blind Life ([@theblindlife](#))
- Life After Sight Loss ([@LifeAfterSightLoss](#))
- Fashioneyesta ([@fashioneyesta](#))
- DAISY Consortium ([@DAISYConsortium](#))
- Tech Library ([@techlibrary9253](#))
- The Blind Podmaker ([link](#))
- 13 Letters ([link](#))

### French language

- vision High-Tech ([@VisionHighTech](#))
- La Lumière - Personnes Aveugles et Malvoyantes ([@lalumiere\\_asbl](#))
- Fédération des Aveugles et Amblyopes de France ([@FAFParis](#))
- Regroupement des aveugles et amblyopes du Montréal métropolitain (RAAMM) ([@regroupementdesaveugleseta8900](#))
- Ici Et Labas ([@icietlabas1245](#))
- VIENS ET VOIS ([@viensetvois5119](#))
- OXYTUDE ([Accessibilité, informatique et nouvelles technologies](#))
- DANS SES YEUX ([link](#))

### Italian language

- Prendiamoci per mano ([@prendiamocipermano961](#))
- Ausili Visivi ([@ausilivisivi3669](#))
- GuidoAusili ([@GuidoAusili](#))
- Marco Andriano ([@marcoandriano](#))

- Vision Dept ([@visiondept5099](#))
- Stefano De Ponte ([@StefanoDePonte](#))
- NvApple: accessibilità prodotti apple tecnologia per non vedenti ([NvApple.it](#))

### Spanish language

- Portal da Deficiência Visual ([@DeficienciaVisual](#))
- Dominic el ciego ([@dominicelciego9696](#))
- Mi Android Accesible ([@miandroidaccesible](#))
- cita a ciegas con Yerko ([@citaaciegasconyerko5658](#))
- un ciego en la red ([@unciegoenlared6674](#))
- JOSE SIN LIMITES ([@JOSESINLIMITES](#))
- Blind With A Vision ([@JoinTheVisionOfInclusion](#))
- Accesibilidad universal ([María García Garmendia](#))

### Greek language

- meallamatia gr ([@meallamatiagr](#))
- Christina's Book Voice ([@christinasbookvoice5127](#))
- Άννα Μπαλαν ([@user-en2zb7ld8h](#))
- Lighthouse for the Blind in Greece ([@user-zz3xs3be2c](#))
- Μεταξύ σοβαρού και αστείου ([Chrysella Lagaria](#))

### Multiple languages

- European Blind Union ([@europeanblindunion8354](#))
- VIP Job Podcasts ([link](#))
- EBU Access Cast ([link](#))

The suggested platforms do not necessarily deal only with the issue of accessibility but also other topics that you might find interesting. Also, there are a variety of VIB youtubers and podcasters, but we chose those that work with the issue of accessibility more often. Finally, the lists are not exhaustive and reflect information collected up until March 2023.

## Resources

1. The jobseekers boosting their applications with video CVs:  
<https://www.bbc.com/worklife/article/20220121-the-jobseekers-boosting-their-applications-with-video-cvs?source=pepperjam&publisherId=120349&clickId=4004795254>
2. Create a great video CV:  
<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/create-a-great-video-cv>
3. How To Make a Video Job Application in 6 Steps:  
<https://www.indeed.com/career-advice/interviewing/how-to-make-video-job-application>
4. Find a job with TikTok Resumes:  
<https://newsroom.tiktok.com/en-us/find-a-job-with-tiktok-resumes>
5. The Smartphone: a Revolution for the Blind and Visually Impaired!:  
<https://www.inclusivecitymaker.com/the-smartphone-a-revolution-for-the-blind-and-visually-impaired/>
6. Android Accessibility Help:  
<https://support.google.com/accessibility/android?sjid=3736404215813214984-EU#topic=6007234>
7. iOS Accessibility Features:  
<https://support.apple.com/guide/iphone/get-started-with-accessibility-features-iph3e2e4367/ios>
8. Windows Phone Operating System accessibility:  
<https://www.afb.org/blindness-and-low-vision/using-technology/cell-phones-tablets-mobile/microsoft-windows-mobile-2>
9. The most popular blind YouTubers:  
<https://www.noisyvision.org/2018/08/02/the-most-popular-blind-youtuber/>
10. How Blind People Edit Videos!: <https://www.youtube.com/watch?v=RngZCvIVh5U>
11. Accessible Final Cut Pro Tips For Screen Reader Users:  
<https://www.youtube.com/watch?v=BU1zQYM8Mtq>
12. A Guide to Accessible Imovie Production:  
<https://www.applevis.com/guides/guide-accessible-imovie-production>
13. Final Cut Tutorial Using Voiceover: Exploring The UI:  
<https://www.youtube.com/watch?v=bWc7v6IU8A0>
14. Windows 10 Video Editor Demo Using The Jaws Screen Reader:  
[https://www.youtube.com/watch?v=\\_Q-0k1s9jiQ](https://www.youtube.com/watch?v=_Q-0k1s9jiQ)
15. How to use kinemaster with TalkBack best video editor kinemaster professional video editor for blind: [https://www.youtube.com/watch?v=98RqIZ2\\_ZI](https://www.youtube.com/watch?v=98RqIZ2_ZI)



