



FUNDAMENTALS OF RÉSUMÉ WRITING WORKSHOP



In this highly competitive job market, you need a résumé that clearly communicates your value and prompts employers to contact you for an interview.

Whether you have a résumé or not, this workshop will provide you with strategies and best practices from nationally certified professional résumé writers. Attending this workshop will give you the skills you need to start a résumé or enhance the effectiveness of an existing one.

The topics covered will include:

- Understanding the background, purpose, and changes in résumé writing
- Marketing yourself for a specific job
- Approaches to different sections to market your experience
- Relating your skills to employer needs
- Techniques for visual appeal with formatting and enhancements
- Strategies for online résumés
- Gaining knowledge about Applicant Tracking Systems
- Guidelines for cover letter writing

To register for this **FREE** Workshop, contact the American Job Center Office nearest you today or online at www.CTHires.com



Danielson 562 Westcott Road • 860-774-4077
Willimantic 1320 Main Street, Tyler Square • 860-450-7603
EAST New London Shaw's Cove Six • 860-439-7670 option 6
Norwich 113 Salem Turnpike, North Bldg., Suite 200 • 860-859-5777

To learn more about the wide range of workshops available visit www.jobcenterct.org

Note: Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability. This program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.