

RESUME WRITING & INTERVIEWING SKILLS Workshop

Offered by the Internal Services Department

Friday, June 14, 2013
Stephen P. Clark Center
21st floor, Room 18 – B
9:00 a.m. – 12:00 p.m.



Building Your Resume!

How can you make your resume stand out in a crowd? What resume format is best for your education and experience? If your current resume is not getting you interviews, this workshop can help.

In addition to learning the fundamentals, bring your resume and receive an expert consultation on how to effectively market yourself for that new job.

Acing the Interview!

You have been selected for an interview, but now how do you turn that interview into a job? How should you prepare? What questions should you expect? What are the answers interviewers want to hear?

Interviews can be difficult to come by. This workshop will give you a bundle of tips that will help you maximize your opportunity and succeed at the interview stage.