

## Résumé Development

**Professional Résumé Writing:** This workshop is for those who are targeting their résumé and cover letter toward a particular job opening, profession or specific employment sector.

**Pre-Requisites:** You must be working with an Employment or VIEW counselor and have the ability to type using MS Word and/or have your résumé in MS Word in electronic form. You must have some ability to type and use a mouse.

**Résumé Writing 101:** Whether you are returning to the workforce after a long gap or are new in your career with little work experience, this workshop will teach you the basics of putting together an attractive and effective résumé.

**Pre-Requisites:** 1) You must have some ability to type and use a mouse. 2) Must bring a copy of your most recent résumé (on a flash drive if possible) OR complete the Résumé Worksheet (available at the Center or on our website) OR bring a complete work history including: dates of employment, name of company, your job title, and your major responsibilities for each position you have held.



To register for these workshops [click here](#)