



Workforce Program Development & Management
Career Development & Counseling
Talent Sourcing & Staffing Management

Resume & Cover Letter Seminar

Overview:

A resume is an important tool for your job search as it offers a page or two where you can display your relevant skills and qualities for a job.

What you will learn:

- How to write an effective cover letter
- How to breakdown and understand each section of a resume
- How to leverage job descriptions to enhance your resume
- Understanding common mistakes recruiters find when reviewing resumes
- Best practices to make your resume stand out in the crowd

<u>When:</u>	Thursday April 2, 2026
<u>Time:</u>	9:00 AM - 11:00 AM
<u>Where:</u>	Eagles' Nest Multipurpose Room

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