



Effective Resume Writing

The internet has made it so easy to apply for open positions that recruiters are swamped with applications. As a job seeker, you have about thirty seconds to catch the recruiter's eye – if your resume is even read by a person. Many companies use computer scanning technologies to weed out unqualified candidates.

Your goal is to make your resume not only fit the targeted position, but also stand out.

In this skill-building workshop you will learn how to:

- Choose a resume style: chronological or functional
- Organize your information into effective resume categories:
 - Main heading
 - Career objective
 - Summary of qualifications
 - Education
 - Work experience or employment history
 - Capabilities and skills
 - Awards, honors, and activities
 - Personal data
 - References
- Design a print-based resume
- Prepare a scannable resume
- Include “key” keywords
- Prepare a plain-text resume
- Polish and proofread your resume
- Submit your resume
- Create a customized cover letter
- Get the interview and get the job

This workshop focuses on preparing a customized resume. This means you will prepare a special resume for every position you want. The competition is so stiff today that you cannot get by with a generic, all-purpose resume.

You will leave this workshop with an effective resume that you can customize as appropriate.