



## 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

**Register for this FREE Workshop at the AJC East Office nearest you or online at [www.cthires.com](http://www.cthires.com)!**



Montville	601 Norwich New London Turnpike Suite 1, Uncasville	860-848-5200
Danielson	562 Westcott Road	860-848-5200
Willimantic	Tyler Square, 1320 Main St.	860-848-5200

**NOTE: The Norwich and New London Offices closed in March 2018.**

To learn more about the wide range of workshops available, visit [EWIB.org/workshops#links](http://EWIB.org/workshops#links), [CTHires.com](http://CTHires.com) or [JobCenterCT.com](http://JobCenterCT.com).  
Not all workshops are available every month or in every location. Check the monthly calendar for availability.  
Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources. This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



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