



RÉSUMÉ WRITING

DESCRIPTION

THE WORKFORCE CAN BE A HIGHLY COMPETITIVE PLACE! GIVE YOURSELF A COMPETITIVE EDGE BY DEVELOPING AN EFFECTIVE RÉSUMÉ. IN THIS 3 HOUR WORKSHOP YOU WILL LEARN TO PRESENT YOURSELF WELL THROUGH YOUR RÉSUMÉ. LEARN WHAT EMPLOYERS EXPECT AND BUILD YOUR RÉSUMÉ BASED ON WHAT YOUR EMPLOYER'S VALUE, AND FINALLY SHARPEN YOUR BUSINESS WRITING SKILLS.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- KNOW THE VALUE OF AN UPDATED RÉSUMÉ
- KNOW YOUR EMPLOYABILITY PROFILE
- USE YOUR RÉSUMÉ TO PROMOTE YOURSELF
- CREATE A PROFESSIONAL CUSTOMIZED COVER LETTER
- FOCUS ON EMPLOYERS NEEDS
- KNOW RÉSUMÉ DO'S & DON'TS
- USE STYLES
- USE KEY WORDS

TARGET AUDIENCE

THIS WORKSHOP IS PERFECT FOR ANYONE LOOKING TO CREATE OR UPDATE THEIR RÉSUMÉ AS WELL AS THEIR BUSINESS WRITING SKILLS. STUDENTS WILL NEED BASIC COMPUTER SKILLS AS WELL AS BASIC WORD PROCESSING SKILLS TO COMPLETE THIS WORKSHOP.

CONTENT

- ▣ DEVELOPING YOUR RÉSUMÉ
 - THE VALUE OF UPDATING
 - EMPLOYABILITY
 - PROMOTING YOURSELF
- ▣ RÉSUMÉ WRITING TIPS
- ▣ HOW TO MAKE A RÉSUMÉ
- ▣ USING A RÉSUMÉ BUILDER
- ▣ CREATING A COVER LETTER
 - CUSTOMIZING COVER LETTERS
 - ETIQUETTE
 - INCLUDE YOUR OBJECTIVE
- ▣ BE CONCISE
- ▣ KEEPING IT PROFESSIONAL
- ▣ USING BUZZWORDS
- ▣ FOCUSING ON THE EMPLOYER'S NEEDS
- ▣ BE ORIGINAL
- ▣ PROOFING YOUR RÉSUMÉ
- ▣ RÉSUMÉ DO'S AND DON'TS
- ▣ CREATING AND USING STYLES
- ▣ USING KEYWORDS