



Workplace Readiness

RESUME/INTERVIEWING PREPARATION SESSION

Need a resume that is more effective in getting responses?
Need interview skills that set you apart?

If you answered **yes**, attend the information-packed session to learn:

- How to build a more effective resume
- What to say in an interview
- Other techniques needed to conduct a successful job search

*Note: This is a **learning session**, for resume completion, ask facilitator.*

Session starts at 9 a.m.

Requirements:

- Know the kind of job you are looking for
- Have the skills needed to do that job
- Register by seeing a Skills Team member

What to bring:

- Work history -- at least 10 complete years
- A paper copy of your existing resume, if you have one
- Training and/or commendation certificates

Important! Admitted after 9:15 a.m. will have to reschedule for the next available session | Ask before registering if uncertain about career focus or you lack required documents | Downtown location only. Parking is available at meters or payable by the hour in area garages.