



Build an Attention-Grabbing Résumé

Selling yourself effectively

Overview

This workshop is designed for those who have years of experience in the workforce and want to ensure that their T.A.S.K – talents, accomplishments, skills, and knowledge are being shown to the best advantage. In this workshop you will identify the best format of a résumé and learn how to assert your abilities in terms of a position's requirements. Additionally, after this workshop you can send your finished résumé to us and we will review it and give it a good polish.

- In this one day workshop you will:
- Identify your talents, accomplishments, skills and knowledge that have value to employers
- Determine which format for your resume will work best for you
- Know what your next prospective position will require
- Use language that positively portrays your accomplishments
- Create a covering letter that gets your resume read

Audience

Anyone looking to advance their career by opening up new and exciting employment opportunities.

Cost \$445

Duration One day plus one hour of personal feedback.

Your workshop leader

Pat Masters has been a career counselor, a staffing officer, a personal coach and can bring her many years of experience in both the public and private sector to your requirement to have a kick ass résumé.

Bundle and save 50%

Sign-up at the same time for both *Kick-Ass Résumés* and *Ace an Interview* and receive a 50% discount on the second workshop. Contact us for more details.