



603.647.8967

www.mcrnh.org



RESUME WRITING WORKSHOPS
FREE!

Pre-Registration Required.

Workshops limited to 8 participants maximum.

(Minimum of 3 registered participants required to run session)

Basic Computer Skills Required. *Have a resume already? Bring it with you.*

Dates	Schedule	Workshop Description
Tuesday March 10	2 hours 3:00pm – 5:00pm	Resume Writing Basics: <i>Learn the basics of resume writing, most common resume errors, how to properly format a resume, & using keywords effectively. All participants will leave the workshop with a created & printed resume from a template and a CD with their resume for editing & updating.</i>
Friday March 27	1.5 hours 10:30am – 12noon	The Cover Letter: <i>Every resume sent needs a cover letter. Learn how to write an effective cover letter which will encourage employers to review your resume. Avoid the most common errors, learn formatting, and more! All participants will leave the workshop with a created & printed cover letter from a template and a CD with their cover letter for customizing.</i>
Tuesday April 7	2 hrs 4:30pm – 6:30pm	Resume Writing Basics: <i>Learn the basics of resume writing, most common resume errors, how to properly format a resume, & using keywords effectively. All participants will leave the workshop with a created & printed resume from a template and a CD with their resume for editing & updating.</i>
Friday April 10	1 hour 4:30pm – 5:30pm	The Electronic Resume: <i>Participants for this workshop must have attended Resume Writing Basics. Learn how to transform your resume into acceptable electronic format for posting on the web and sending electronically.</i>
Tuesday April 28	1.5 hours 4:00pm – 5:30pm	The Cover Letter: <i>Every resume sent needs a cover letter. Learn how to write an effective cover letter which will encourage employers to review your resume. Avoid the most common errors, learn formatting, and more! All participants will leave the workshop with a created & printed cover letter from a template and a CD with their cover letter for customizing.</i>
Wednesday May 13	2 hours 10:00am – 12noon	Resume Writing Basics: <i>Learn the basics of resume writing, most common resume errors, how to properly format a resume, & using keywords effectively. All participants will leave the workshop with a created & printed resume from a template and a CD with their resume for editing & updating.</i>
Wednesday May 20	1 hour 11:00am – 12noon	The Electronic Resume: <i>Participants for this workshop must have attended Resume Writing Basics. Learn how to transform your resume into acceptable electronic format for posting on the web and sending electronically.</i>

Manchester Community Resource Center
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