



## Resumes that Get Interviews!

### Objectives

1. Participants will know how to write the basic components of a resume:
  - a. Heading
  - b. Career Objectives (optional)
  - c. Summary of Qualifications/Profile
  - d. Experience Description
  - e. Education
  - f. Skills
  - g. Additional Information
2. Participants will realize the importance of utilizing the “Career Assessment Inventory” packet as a tool to create and update their resume.
3. Participants will understand the three basic formats and which one is most appropriate for their individual needs.
4. During the process of group resume reviewing, each participant will determine further editing needs for his/her resume.
5. Participants will understand the importance of using a cover letter and the components needed in writing a strong cover letter.

### Materials

- |                              |   |   |
|------------------------------|---|---|
| Each participant should have | : | Completed Career Assessment Inventory packet, copies of current resume for all class participants           |
| Facilitator will have        | : | Facilitator’s guide, participant handouts, copy of Career Assessment Inventory, resume workshop flip chart. |

Please [contact us](#) for further assistance.