



## Human Resource Workshops

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### Resume Writing & Job Interview Skills

- This will be a virtual Workshop
- Cost – this workshop is *FREE to our students, however donations are welcome.*
- This class is broken down in two sessions/modules
  - *Module #1 - Resume Writing*
  - *Module #2 - Job Interview Skills*

### Module #1 – Resume writing

**If you are not getting the interviews you want, then this class is for you.**

- Two types of resumes
  - *Traditional Resume*
  - *Creative Resume*
- Cover Letter
- Resume
- What you should wear for an interview
  - Resources

### Module #2 – Job interview skills

- How to interview with:
  - *Managers*
  - *Human Resource Managers*
  - *Supervisors*