

Not sure how to get started on putting together a resume?

Learn **KEY POINTS** on creating a successful resume to use as a powerful tool that will get you interviews.



How to Develop a Resume

Wednesday, February 29, 2012

9:00 - 10:00 am

Morris Area Public Library, 604 Liberty Street, Morris
(doors open at 9:00am)

- Understand different resume formats and the advantages/disadvantages of each
- Make the most of your work experience
- Know what to reveal in a resume and what to keep to yourself
- Learn to overcome gaps in work history and age discrimination
- Meet and share your knowledge and experience with other job seekers

To reserve your seat, please contact Grundy Workforce Services
at (815) 942-0566 or visit www.grundyworkforce.com.



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