

TEACH YOUR CUSTOMERS HOW TO WRITE EFFECTIVE RESUMES

Led by **Programs Plus**



Thursday, April 22, 2010
10:00 am - 3:00 pm (4 CEU hours)

@ Clark Public Library Computer Lab
303 Westfield Ave., Clark, NJ 07066, Ph: 732-388-5999
Directions: <http://www.youseemore.com/ClarkPL/about.asp?p=1>

Cost: \$25 (Hands-on)
Registration limited to **16**.
Computer Lab Trainings do **not** provide food.

We all know that during this time of economic downturn, the library has become the "essential place" for everyone in the community. One way to respond to your customers' needs for assistance is with programs to help them write job winning resumes. In this full day workshop, you will be trained to teach your library customers how to write successful resumes.

The course will cover:

- Dos and don'ts of writing cover letters
- ABCs of effective resume writing
- Comparing online, email and hard copy resume formats
- Writing the resume from the top down
- Lesson plans and teaching techniques

You will spend the morning learning how to write effective cover letters and resumes that get the attention of an employer. The afternoon session will cover lesson planning and teaching techniques. *Bring resume examples, if you have them. A flashdrive may also be useful, but not required.*



To register,

call the office at **732-752-7720/866-505-5465**,
use the registration form at the bottom of this flyer,
or, go to: http://www.infolink.org/services/education_and_training



Registration Form: Please sign me up for **Teach Your Customers How to Write Effective Resumes** on Thursday, April 22, 2010 @ Clark Public Library

Cost: \$25.00 (purchase order or check) payable to
INFOLINK, 44 Stelton Rd, Suite 330, Piscataway, NJ 08854
Fax: 732-752-7785 or 800-793-8007

Name: _____ Library/Organization: _____

Phone: _____ Email: _____