

Job Search – Career Transition --Resume Workshop

The Fox Chapel Presbyterian Church Job Search / Career Transition Task Force is sponsoring a workshop titled “*Make Your Resume Shout*”. In addition to strategic networking and powerful interviews, the “crafting” of a professional resume is a key ingredient of the successful job search. Regardless of your background and experience with a job search, every resume can be designed to lead you closer to a desired job and career by using the “YOU factor”, what “YOU” have to offer that fits the job.

This workshop may be the best 2 hour investment of your time that you have dedicated in years. It is for people who are between jobs, thinking about a career transition or about to enter the job market. The workshop helps build effective resumes regardless of educational background, work experience, industry or career objectives.

Location: Fox Chapel Presbyterian Church, Lounge on Lower Level

Date and Time: Tuesday evening October 27, 2009, 7:00 p.m. to 9:15 p.m.

Registration Fee: \$12.00 (covers the cost of a guidebook “The Art of Career Transition”)

During the workshop you will:

- Learn the key points to advertise and project your experience, knowledge, skills, talents and past related results
- Differentiate yourself from the crowd to get your resume “to the front of the line”
- Target your objectives to the specific job and company and your experience and skills to that job’s requirements
- Reinforce your ability to make your resume compelling reading and drive the reader to interview you
- Project your personal chemistry that makes you a fit for the targeted job
- Make proper and effective use of references

To maximize the benefit of the session, Bring your current resume to the workshop plus at least one job posting, ad or known available job opening of interest to you.

The maximum participant size of this workshop is 20. We will accept registration from the first 20 people. If over-subscribed we will plan a repeat workshop.

Registration Form “Make Your Resume Shout Workshop”

Fox Chapel Presbyterian Church

Lounge – Lower Level

October 27th 2009 – 7:00 p.m. to 9:15 p.m.

Yes [] I will cover the workshop / material cost of \$12.00 (payment at the door)

Name: _____

Address: _____

Phone Number: _____

E-Mail Address _____