

## Resume' / Email Workshop

Participants will work with our staff to create a functional resume' and cover letter that will serve as a calling card during their career search.

- We will open a business appropriate titled email address, and teach how to attach documents to composed emails with proper introduction text
- Teach you how to search and navigate internet job posting sites
- Electronic copies of resume and cover letter will be sent to customer and counselor(s)

(3 hours)