

## **RESUME WRITING AND INTERVIEWING TECHNIQUES**

PM08.56

Writing a resume can be a daunting task but an important marketing tool to get job interviews. It is difficult to translate work experience and accomplishments into powerful, eye-catching statements. This class will introduce the basics of resume writing and how to create a resume that will impress recruiters and hiring managers so that you can get the job interview you are qualified for.

The second part of the class is to learn how to prepare for the interview and successfully field questions in the interview.

Both parts of the class will highlight the "do's and don'ts" in both resume writing and interviewing.

### **PREREQUISITES**

- None
- Copy of current resume

### **LEARNING OBJECTIVES**

- Understand and apply resume writing basics
- Learn the three different types of resumes and how they are used
- Create powerful work experience statements for presenting accomplishments
- Utilizing internet sites to be successful in the job market
- Preparing for the interview
- Understand the different types of interviews and how they are used
- Learn techniques on how to perform well during the interview process
- Appropriate etiquette before, during and after the interview

### **WHO SHOULD ATTEND**

- Anyone who is searching for a job opportunity

### **COURSE OUTLINE**

- Resume writing basics
- The three resume types and their structure
- Presenting powerful work experience statements
- Marketing with the internet
- Interview preparation
- Interview types
- Interview techniques
- Mock Interview

### **CLASS LENGTH**

- Four Hours (4 PDUS)