

# Resume Foundations

Description: A resume is your personal “calling card”. Learn how to design a resume that will get read!

What you will learn:

- ♦ Tips on writing an effective resume
- ♦ Different resume formats
- ♦ Style techniques
- ♦ Discussion of required/optional sections of resumes

Textbooks/materials: Varied

Michigan Works Service Center Locations/Times: **PH** Monday or Wednesday 8:30 a.m. to noon \* Code: JT1

or 1<sup>st</sup>, 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month 9:00 a.m. to 11:00 a.m. Code: JT8

**MC** Monday or Wednesday 8:30 a.m. to noon \* Code: JT2

or 2<sup>nd</sup> , & 4<sup>th</sup> Wednesday of the month 9:00 a.m. to 11:00 a.m. Code: JT5

or 1<sup>st</sup> Tuesday of the month 2:00 p.m. to 4:00 p.m. Code: JT5

**CT** Monday or Wednesday 8:30 a.m. to noon \* Code: JT3

or 1<sup>st</sup> Thursday of the month 10:00 a.m. to noon Code: JT7

**R** Monday or Wednesday 8:30 a.m. to noon \* Code: JT4

or 1<sup>st</sup> & 3<sup>rd</sup> Monday of the month 1:00 p.m. to 3:00 p.m. Code: JT6

\* Also includes cover letters and interview follow-up letters