



## Resume Writing Skills

Teaches individuals how to prepare different types of resumes (functional, chronological, professional, etc.) depending on individual's work history, level of completed education, strengths and skills and career interests.

### Overview:

Often the resume is the "first impression" an applicant makes on the employer. Incomplete and inaccurate resumes can disqualify a potential employee long before an interview occurs.

Teaches individuals how to prepare different types of resumes (functional, chronological, professional, et cetera) depending on individual's work history, level of completed education, strengths and skills and career interests. Training also teaches individuals how to create cover letters and fax cover sheets.

### Eligibility Criteria:

Any open client

### Insurance(s) Accepted:

Medicaid, Third-Party, DYC, DVR, VA, Probation, PPWFC, School Districts, Jail Diversion, Self Pay

### Hours:

M-F 8 a.m. to 5 p.m. by appointment

**Support Line: Call (719) 572-6100**