

**2019 RESUME WORKSHOP
BUILDING 13150**

RESUME DRAFTING & EDITING (LECTURE) 0900-1500

Learn to research and draft a basic resume using MS Word. Translate your skills and get interviewed! Add LinkedIn for branding and networking with recruiters and companies.

RESUME DRAFTING & EDITING (LAB)

Learn to master practical methods of researching, drafting, editing and publishing resumes, cover letters and curriculum vitae. Please bring your resume draft in electronic form for editing.

JANUARY 15	FEBRUARY 19	MARCH 19	APRIL 16	MAY 21	JUNE 18
JULY 16	AUGUST 20	SEPTEMBER 17	OCTOBER 15	NOVEMBER 19	DECEMBER 17

10 STEPS TO A FEDERAL RESUME & HIRING PROCESS WORKSHOP 0900-1500

Learn to complete the "Outline Block Format" Federal Resume - Leveraging core competencies and accomplishments by identifying purpose and components of a federal resume. Learn to evaluate Federal Job announcements, and keyword targeting.

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JULY 18	AUGUST 22	SEPTEMBER 19	OCTOBER 17	NOVEMBER 21	DECEMBER 19

**** Personal Computing Devices Encouraged/on site Wi-Fi. 725-4199**

CPCS@USMC.mil

