

**2020 RESUME WORKSHOPS  
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.

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

**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.

<b>JANUARY</b> 23	<b>FEBRUARY</b> 20	<b>MARCH</b> 19	<b>APRIL</b> 23	<b>MAY</b> 21	<b>JUNE</b> 18
<b>JULY</b> 23	<b>AUGUST</b> 20	<b>SEPTEMBER</b> 17	<b>OCTOBER</b> 22	<b>NOVEMBER</b> 19	<b>DECEMBER</b> 17

**\*\* Personal computers encouraged. On-site WiFi available.**

**(760) 725-4199**

**CPCS@USMC.mil**

