

VIRTUAL

Resume Writing 101

A NEW JERSEY STATE LIBRARY EVENT



**Tues. Nov. 18
12:00 Noon**

**REGISTRATION
REQUIRED**



Your resume is your brand and it is critically important to ensure that your resume is polished, professional, and tailored to each job you apply for.

Topics to be covered:

Writing a resume from the employer's viewpoint versus the job seeker's
The purpose of position statements
Basic headings
Formatting the information within them

**If you desire, have your resume ready
so you can make changes while following along!**

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Presenter: Paul Cecala is a certified Global Career Development Facilitator, work search author, and founder of Cecala Career Consultants.. Paul currently facilitates job seeker networking groups for 4 different organizations. He has helmed the adult professional education programs