



# RESUME & COVER LETTER WORKSHOP

- Learn key words & action verbs to get hiring managers take notice of you.
- Create a cover letter & resume that will focus on your value to the employer.
- Learn how to create a resume that will land you the internship or job.

➤ **WHEN: Tuesday  
2/28/2017  
12:00PM – 1:00PM**

**WHERE: Tower Bldg.  
Rm. 201**

Questions? Call 510-464-3352 or email [laneyemploymentservices@gmail.com](mailto:laneyemploymentservices@gmail.com)

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