

Building a Better Résumé



If your resume is over 4 years old it is probably out of date.

Do you have the current format that employers are looking for?

We will help you to update your resume or to start putting one together from scratch.

Topics Covered

- Different Résumé Formats
- Dos and Don'ts of Résumés
- Different Sections on a Résumé
- Employer Résumé Pet Peeves
- Examples of Résumés
- Examples of Reference Pages
- Writing an Objective
- Writing a Job Description
- Appointments for Résumé Re-writes and New Résumés
- And More!

Monday
Every 4th Monday
Call for Dates

9 am - 10:30 am

Location

Livingston County Gov. Center - Room 106



Building a Better Resume

To Sign-Up

Stop by: **Our Office** or Call: **243-7047**
or Email: **JJaeger@co.livingston.ny.us**

Brought to you by **The Livingston County Office of Workforce Development**
6 Court Street, Room 105 ♦ Geneseo, NY 14454 ♦ 585-243-7047