

Agenda

8:30 - 9:00 Reception and interaction

Morning Session

9:00 - 12:00 I. Discussion

- How to make a resume relevant to a particular career posting.
- What to look for when researching a potential employer based on a particular career posting.
- How a cover letter complements a resume and whether they are still relevant.

II. Activities

- look at examples of resumes and focus on content and structure.
- Pull key words and terms from career postings.
- Writing a resume: each participant will write a resume or adjust an existing resume according what has been presented.

12:00 - 1:00 Prayer and Lunch break

Afternoon Session

01:00 - 3:00 I. Discussion

- how to prepare for an interview-become more confident and comfortable.
- What interviews are looking for
- Using your resume and portfolio to support you interview.
- Do's and Don'ts during interviews.

II. Activities

- role play interview with participants and presenters.