

Job Titles  
Education  
G.P.A.  
Honors  
Skills  
Fonts  
Key Words

This training will  
Include Information on:

- ◆ Career Summary, Objective or Title?
- ◆ Showcase Your Marketable Skills
- ◆ Resume Formats
- ◆ Make your Education Work for You
- ◆ How to Catch an Employer's Eye
- ◆ Writing tools and tips
- ◆ What not to include on your resume!

# Resumes Made Easy!

## *Why attend?*

Learn how to build a resume from your classes, activities, and skills even if you have limited paid work experience. Get a step-by-step guide for creating an effective résumé that will highlight skills employers are looking for and will get you noticed! Bring your current résumé and get ready for a makeover and discover which resume format is your best fit.

## *Who should attend?*

- High School Students
- Young people looking for work
- 4-H Youth State Award Applicants

*Cost to attend:* **FREE**

*Date and Time:* **January 15, 2018**  
1:00 pm - 2:30 pm

*Training location :* Your computer, a link will be provided once you register.

*To register:* <https://events.anr.msu.edu/Resumes2018/>

*For more information :*

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