

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

This training will
Include Information on:

- ◆ Formatting Styles
- ◆ Showcase Your Marketable Skills
- ◆ Make your Education Work for You
- ◆ How to Catch an Employer's Eye
- ◆ Writing tools and tips
- ◆ What not to include
- ◆ Successful Samples



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Cover Letters and Resumes Made Easy!

Why attend?

This workshop will help teens build a resume from their classes, clubs, volunteer activities, and skills even if you have limited paid work experience. Get a step-by-step guide for creating a résumé that will highlight skills employers are looking for and will get you noticed by 4-H State Award judges! Bring your current resume, get ready for a makeover and discover how to format it so you highlight your strengths.

A cover letter should accompany every resume. Learn how to introduce yourself impressively and how to craft a cover letter that will grab the reader's attention. Many resources will be shared. Plus you get to see successful samples!

Who should attend?

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

Cost to attend: **FREE**

Dates and Times: **January 14 and January 16, 2019**

Both sessions are offered at 4:00 pm - 6:00 pm

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

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

For more information :

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