



THE
OFFICE OF CAREER & INTERNSHIP SERVICES
"Your Portal To Career Success"
PRESENTS

"WRITING WINNING RESUMES"

A career workshop available for your job search!

Do you find the prospect of writing your resume and cover letter daunting? Are you unclear about how to get started? Then come to our Workshop and let us demystify the process.

At this workshop you will learn:

- A basic resume format
- What sections make up the resume.
- How to present your skills, knowledge and abilities.
- What makes a great cover letter.

WHEN: Tuesday, March 29, 2011

ROOM: Kaplan Building—Room 210

TIME: 11:00 am—12:00 pm

WHERE: SUNY Orange - **NEWBURGH CAMPUS**
5 Washington Center, Newburgh, NY 12550



The above workshop is open to all students, alumni, and community members at no charge.

FOR ADDITIONAL INFORMATION: Please call (845) 341-4444 or check our website at www.sunyorange.edu/careers