



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

## Avoid Resume Writing Roadblocks & Cover Letter Blunders

- Do you find the prospect of writing your resume and cover letter daunting?
- Are you unclear about how to get started?

Come to our Workshop and let us demystify the process.

At this workshop you will learn:

- The three basic resume formats.
- What sections make up the resume.
- What makes a great cover letter.



**WHEN:** Thursday, October 14, 2010

**TIME:** 11:00 am—12:00 Noon

**WHERE:** SUNY Orange—Middletown Campus, George F. Shepard Student Center  
Conference Room #352

WORKSHOPS ARE 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](http://www.sunyorange.edu/careers)