



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

Avoid Resume Writing Roadblocks

- 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 20, 2011

TIME: 11:00 am—12:00 Noon

WHERE: SUNY Orange—MIDDLETOWN CAMPUS

Sheperd Student Center — Room #352 115 South Street, Middletown, NY 10940

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