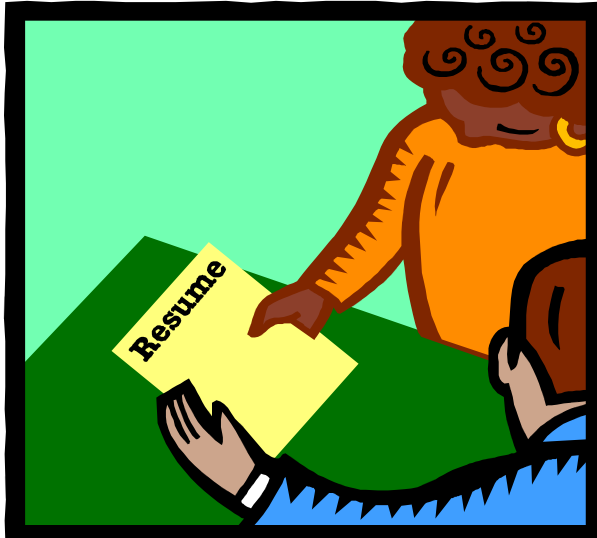




THE
OFFICE OF CAREER & INTERNSHIP SERVICES
PRESENTS

A CAREER WORKSHOP



“WRITING WINNING RESUMES AND COVER LETTERS”

Do you find the prospect of writing your resume and cover letter daunting? Are you unclear about how to get started? Then stop by the Office of Career & Internship Services and let us demystify the process.

At this workshop you will learn:

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

WHEN: THURSDAY, March 26, 2009 TIME: 11:00—12:00 NOON

WHERE: SUNY Orange — Gilman Center
115 South Street, Middletown, NY 10940

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