



## **COSTI Online Services**

**[WWW.COSTI.ORG/ONLINESERVICES](http://WWW.COSTI.ORG/ONLINESERVICES)**

Sign up for our Interactive Resume Writing course where you will review the skills necessary to create a strategic resume that will get the employer's attention and an Interview

A resume is the first thing an Employer sees, so there are certain elements you will learn to create and include. In addition, you will learn about and explore:

- What are the elements of a résumé?
- What to include and not include in your resume
- Examine the 2 Résumé styles
- How to write and send an electronic résumé
- View a variety of sample résumés
- Use activities and worksheets to create your own resume
- Critique a resume and have your resume critiqued

You will also benefit from COSTI's on line e-counsellors, who will assist you with developing your strategic resume and answering questions. The e-counsellor will be available to critique your resume and give you suggestions on how to improve it. In addition, you will have the opportunity to network with other course participants and learn from each other.

This course is 1 week long and consists of 2 sections:

1. Elements of a Resume
2. Resume styles.

By the end of the week you will have template for your resume that you can adapt to apply to a variety of jobs.