



## The Basics of Writing a Resume



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

Sign up for our Interactive “The Basics of Writing a Resume” course where you will review the skills necessary to create a professional resume that will get the employer’s attention. A resume is the first thing an employer sees, so there are certain elements you will learn to create and include.

The basics of writing a resume includes:

- The elements of a good résumé
- Creating achievement statements to sell yourself
- What to include and not include in your résumé
- Selecting the résumé style that will make your skills and experience stand out
- Activities and worksheets to help you create your resume
- Sample résumés
- Opportunity to have your resume critiqued by our professional facilitators

You will also benefit from COSTI’s on line instructors, who will assist you with developing your strategic resume and answering questions. The instructor 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