

RESUME PROGRAMS

AT

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Resume Workshop

(EN) Monday, September 9, 7:00 p.m.

Learn to craft your resume for the job you want!

Pat Fierro, an experienced human resources leader, will guide you through what companies look for when they screen resumes, how to build your resume so it stands out, and how to leverage it as a career tool.

Registration is underway. **NENR573**



How to Design a Resume in Microsoft Word

(N) Tuesday, September 10, 7:00 p.m.

Learn how to create a professional-looking resume using Microsoft Word. See how to format the layout, design, indents, margins, and more. Please note: this class will not assist participants with the content of their resume.

For intermediate Word users.

Registration is underway. **NENC745**

12 laptops will be provided for attendees to share, or you may bring your own laptop if you prefer.



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