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Columbia, MD 21046
410-381-8660 * FAX 410-381-1558
www.mdworks.com

48 Hour cancellation notice for refund. Not deductible as a charitable contribution, may be deducted as a business expense.



3 Easy Ways to Register!

*Fax: 410-381-1558

* E-mail: registration@mdworks.com

*Mail to: Maryland Works, Inc.

10270 Old Columbia Rd, Suite 100
Columbia, MD 21046-1854

Effective Resume Writing that Generates Results!

Wednesday, August 21, 2019

9:00 a.m. – 12:00 noon

Registration begins at 8:30 am

Research shows that only one interview is granted for every 200 resumes received by the average employer. Research also shows that your resume will be quickly scanned, rather than read. What this means is that the decision to interview a candidate is usually based on an overall first impression of the resume. This interactive workshop will help participants:

- Learn how to use Keywords in a resume to attract interest
- Learn the most common type of resumes and determine the most effective format for your clients
- Learn how to determine what an employer is looking for and learn how to write a resume that speaks directly to an employer's interest
- Understand the type of resumes that employers typically get in response to job postings and learn how to help your clients stand out
- Understand your client's strengths and weaknesses and learn how to show them effectively in a resume
- Learn staffing industry secrets that can help land interviews for your clients

Speaker: Tracy Wade, is a coach, facilitator, business owner and staffing industry expert. He has a passion for helping individuals improve their employment outlook and his mission is to positively impact the lives of people by providing the most effective and efficient career search resources. Tracy is a life long Maryland resident that has helped hundreds of people find their career path, while serving in leadership roles for some of the world's largest employment agencies. Tracy has partnered with many commercial and non-profit organizations to provide workforce related workshops. Tracy is a graduate of the University of Maryland.

Name _____ Title _____

Organization _____ Email _____

Address _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax ____/____/____

___ **Member @ \$60.00** (\$55.00 for each additional attendee from the same agency)

___ **Non-Member @ 90.00**

Method of payment ___ Visa ___ Mastercard ___ Check enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ Security Code _____ (3 digit code on back of CC)

Name as it appears on the card _____

Signature _____ E-Mail _____

(Credit Card Receipt will be e-mailed)

Billing Address Associated with Credit Card _____

ADA Accommodations (please specify) _____ **Deadline for special needs is two weeks prior to program date**