

RESUME WRITING SKILL BUILDING! **HOW TO WRITE RESUMES THAT LEAD** **TO INTERVIEWS FOR THE HARD-TO-EMPLOY!**

Presented by

Larry Robbin

Executive Director of Robbin and Associates

Over 45 Years of Experience

With Resume Writing for the Hard-to-Employ!

More Than 100,000 People Trained! Over 1000 Organizations Served!

Most of the staff in programs serving the hard-to-employ do not have any training in writing resumes from the employer's perspective. Resume writing traditions tend to be passed down in programs and they have not been vetted by someone with private sector experience in hiring. As a result, many of these resumes look alike and are often not what employers want to see so they are not as effective as possible in opening the doors to interviews.

This training is presented by Larry Robbin, Executive Director of Robbin and Associates. Besides his experience with the hard-to-employ, he also brings over forty-five years of management consulting on hiring with employers to this workshop. Larry has seen thousands of resumes from entry level job seekers as he coaches employers about how to evaluate them and make the decision about who to interview. Larry has combined his experience to create this unique training. Some of the topics in this session include the following:

- * The common myths about resumes and the realities of what employers want to see in them
- * How to uncover the hidden assets to employment in the people you serve that will make a resume as powerful as possible
- * Creating resumes for people with no or limited work experience

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- * Choosing the right customized resume format for each individual
- * Understanding the relationship between form and content to make sure the layout promotes the content
- * Appreciating the differences between resumes and job descriptions
- * Lists of power packed resume verbs and phrases that get the attention of employers
- * Writing cover letters that make employers to want to read the resume
- * Using a variety of resume supplements and other additional forms of information to increase the effectiveness of the resume
- * The list of the ten most common mistakes on resumes that will eliminate them from consideration
- * Teaching job seekers how to use the resume hook and other strategies in the interview to make sure they make a hiring impression on the employer
- * Internet resources to help with resume writing

By the end of this session, your staff will be able to write resumes that both increase the vocational self-esteem and motivation of the job seeker and compel employers to want to interview them! Close the gap between submitting a resume and getting an interview with these strategies! For more information about Larry Robbin, go to www.LarryRobbin.com. To bring this training to your program email larry@larryrobbin.com.