



RCCG Holy Ghost Zone
In Conjunction with
The Bronx Overall Economic Development Corporation
Presents a

JOB READINESS WORKSHOP

When: Wednesday June 13, 2012

Where: 851 Grand Concourse, Room 123,
Bronx NY, 10451

Time: 10:00am -12:00noon

Interview skills

- What employers are looking for
- Interview preparation
- Interview Tips & Advice
- Behavioral Job Interview
- Phone interview
- What to wear to an interview
- What not to do at an interview

Resume Workshop

- How to Choose the Right Resume Format
- How to Gather the Right Information for Your Resume
- How to Highlight Your Skills on Your Resume
- What You Should Never Include in Your Resume
- How to Choose the Right Keywords for Your Resume
- How to Optimize a Two Page Resume
- The Questions Your Resume Should Always Answer
- The Difference Between Writing a Resume for a Computer and for a Real Person

Call to register with Toba Adeyemi LaCrown at 646 996-2825

COMMUNITY PROJECT:
Career Enrichment and Economic Empowerment