

# Resume Workshop

Join us for a fun, interactive and informative presentation on preparing your resume. This class will teach you how to prepare a professional resume that reflects your skills, knowledge and education, relevant to the job you are seeking.

- ⇒ What information to include in your resume
- ⇒ How to clearly and concisely present your skills and abilities
- ⇒ Styles of resumes
- ⇒ Common rules and mistakes made in a resume
- ⇒ Cover letter preparation

About the presenter: Heather Kinzie, SPHR, GPHR

Heather enjoys Human Resources because first and foremost, this career is about helping match the right person to the right job at the right time in order for both the employee and employer to benefit.

She has been counseling individuals on career development and growth for years and is excited to team up with us in this presentation.

Heather has been a Human Resources professional for nearly 20 years; her passion for organizational excellence, employee engagement and professional development is contagious. She knows what employers are looking for and she is not afraid to tell you all about it! If she can't make you excited about putting your best foot forward, we don't know who can! Join Heather on September 5th and enjoy the jump into this new chapter of your life!

**Thurs, Sept. 5th @ 2PM**  
**4th Floor, Innovation Lab, Z.J. Loussac Library**  
3600 Denali Street, Anchorage, AK 99503

For more information about this program please contact Stacia McGourty at [mcgourtya@muni.org](mailto:mcgourtya@muni.org) or call 907-343-2909

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