

# Resume Writing & Interview Skills

## Course Description

To provide tools and tips that will promote self-confidence, enable you to prepare a more effective résumé, and prepare you for an interview.

## Target Audience

This course is intended for all employees.

## Course Objectives

- Identify the purpose of a résumé and interview.
- Define accomplishments for each position.
- Review how to incorporate skills, knowledge and talents.
- Summarize the résumé and cover letter format.
- Explain individual interviewing techniques.

## Course Information

|                       |  |
|-----------------------|--|
| Time/Duration         | 2 Hours  |
| Cost                  | No cost  |
| Schedule/Contact      | <a href="mailto:Humanresources_training@augusta.edu">Humanresources_training@augusta.edu</a> |
| To enroll in session: | <a href="https://train.augusta.edu">https://train.augusta.edu</a>                            |

\*To request a special session for your team on this topic, please submit a Service Request at [Wufoo](#).

