

Attend the **Résumé Basics** and  
**Job Fair Success** workshops to **BETTER**  
prepare you for the **Fall 2009 Job Fair**.

### **RÉSUMÉ BASICS**

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- Monday, Sept. 14, 11:00 a.m.-12 noon, BE 17  
*Presenter: Jennifer Williamson*
- Thursday, Sept. 17, 5:00 p.m.-6:00 pm, SS 141  
*Presenter: Christina The*

#### **You will learn how to:**

- Use different formats and types of résumés
- Incorporate action verbs
- Specify your skills and accomplishments
- Identify the do's and don'ts of resume
- Write cover letter

### **JOB FAIR SUCCESS**

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- Monday, Sept. 21, 11:00 a.m.-12 noon, BE 17  
*Presenters: Christina The & Anna Hernandez*
- Thursday, Sept. 24, 5:00 p.m.-6:00 p.m., SS 141  
*Presenter: Traci Ukita*

#### **You will learn how to:**

- Prepare for the job fair
- Navigate the job fair
- Present yourself to impress recruiters
- Maximize your job fair visit



**Save the Date!**

### **Fall 2009 Job Fair**

Tuesday, October 6, 2009, 9:30 a.m. to 1:30 p.m.,  
Cerritos College Library Sidewalk  
11110 Alondra Blvd., Norwalk, CA 90650

For further information, call Job Placement, (562) 860-2451,  
X2366 & 2367, [www.cerritos.edu/career-services](http://www.cerritos.edu/career-services)