



## HIRED *Transition Seminar*

# Creating a Targeted Resume

**Monday, February 13, 2012**  
**1:00 – 3:00 p.m.**

**Hennepin North WorkForce Center**  
**7225 Northland Drive, Suite 100**  
**Brooklyn Park, MN**



### Outline:

- Purpose for a resume
- Writing an effective summary
- Effectively describing work history
- Resume format and appearance

### Presenter – Rebecca Carpentier, M.A.

Rebecca is a Senior Trainer with HIRED. She has over 20 years of experience assisting clients in all aspects of career development and job search. Within HIRED, Rebecca is responsible for initiating and implementing seminars, implementing special projects and working one-on-one with clients.

### Contact Information

HIRED

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Senior Trainer

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### About HIRED

HIRED, a leading workforce development nonprofit corporation, has provided personalized and innovative work solutions in the Twin Cities area for over 40 years. HIRED assists disadvantaged and other unemployed adults and youth prepare for, obtain and retain employment leading to economic self-sufficiency. Its mission is accomplished through programs serving dislocated workers, individuals making the transition from welfare-to-work, low income adults and at risk youth.

### Registration Information

To participate, you must go online at [www.positivelyminnesota.com/wfcworkshops](http://www.positivelyminnesota.com/wfcworkshops) or

call 763-279-4400 to make a reservation.

Presented in partnership with the Hennepin North WorkForce Center. HIRED Transition Seminars are open to all HIRED and Workforce Center clients.