



[1] **Webinar Create a Winning Resume** ONLINE Friday March 12, 2021 from 3:00 – 4:00 PM

Advice & Insight for Technical Professionals and Students with resumes. Learn how to develop and create a powerful resume that stands out to potential employers. Learn which resume style will work & how to properly format your information, resume do's and don'ts, using power words, and much more.

- Gathering your information, Rough Draft
- Job Listings Search Engines, Templates
- Read through the job posting to determine what the company desires in their new employee. Be sure to reflect this in your resume.
- Action Verbs & Key Words to use in your resume concerning different Skills.
- Job Search Methods and Internet sites for potential positions
- Cover Letter, Thank You Letter

[2] **Job Search and Interview Techniques** ONLINE Friday March 12, 2021 from 4:00 – 5:00 PM

Video Interviews are already gaining traction among many recruiters because they can eliminate the expense of bringing candidates to the office. One 2019 survey indicated that 47% of big employers already used video interviewing for some roles, and experts agree that video calls will only increase during and after the pandemic.

- Search for & responding to Job Ads
- Pre-Interview Research
- Popular Interview Questions & Interview Follow-Up

Job Interview Techniques - Learn techniques to master a confident and professional interview. Interview topics discussed will be appearance, body language, pre-interview research, responses to interviewers' questions, follow up, and much more.

[3] **LI Company Employ Me Day Job Fair** ONLINE Friday March 19, 2021 from 3:00 – 5:00 PM

Representatives from Companies to present job needs followed by online side sessions. Discussions about company Job Sites with explanation of the IEEE Employment Assistance Committee site,