



**Professional Development Series
CV/Résumé and Cover Letter
Writing Workshop for Careers in
Global Affairs**

**Build your CV/Résumé & Cover Letter Writing
Skills for Jobs in the U.S. and Abroad...**

- **Promote** yourself
- **Communicate** accomplishments & objectives effectively
- **Determine** what to include
- **Organize** information

Given by: Cheryl Egan, Career Management Specialist, Career Services

Date: Tuesday, October 20, 2009

Time: 2:00 pm - 4:00 pm

Venue: Engelhard Hall, Rm. 203 (Next to CLJ Building)

RSVP: dgaofficer@gmail.com

Coffee and Refreshments will be served.