



## In-Person Workshop Info

- ▶ **May 12, 2025**
- ▶ **2:00 pm – 3:30 pm**
- ▶ **MassHire Career Center**  
**186 Alewife Brook**  
**Parkway Suite 310**  
**Cambridge, MA 02138**
- ▶ Schedule this event from  
your JobQuest account!  
Or call **617-661-7867**
- ▶ <https://jobquest.dcs.eol.mass.gov/jobquest/>

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

A proud partner of the  
  
**American Job Center**  
network



## Resumes - Basics and Beyond

**How do I write a resume? How to update my resume for 2024?**

**Join us as we work on putting together our resumes for maximum effect!**

- **Determine the Value you bring to the position.**
- **Write a Summary**
- **Understand Key Words**
- **Write Accomplishment Statements (CAR STAR or PAR)**
- **Get feedback from fellow participants and instructors.**

**Through lively discussion, exercises and pair sharing, we'll discuss tips on how to get that interview!**

**See All MassHire Metro North Career Center Events Here:**

**<https://masshiremncareers.com>**

186 Alewife Brook Parkway, Suite 310 • Cambridge, MA 02138 • 617.661.7867, TTY#: 800.439.2370

800 W. Cummings Park, Suite 6400 • Woburn, MA 01801 • 781.932.5500

2 Florence Street, 4th Floor • Malden, MA 02148 • 781-605-1501

4 Gerrish Ave. • Chelsea, MA 02150 • 617.884.4333 • <https://masshiremncareers.com>

Veterans and their eligible spouses receive priority of service. MassHire Metro North Career Center is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.