



## Virtual Event Info

- ▶ **MassHire Metro North Career Center**
- ▶ **Thursday, Dec 5**
- ▶ **10 am -11 am**
- ▶ Schedule this event from your JobQuest account! Or call 781-932-5500
- ▶ Registration will close 48 business hours ahead
- ▶ After scheduling, you will receive an email within 48 hours of the event, containing instructions on completing the registration.
- ▶ After you register, you will get a link to the webinar.
- ▶ MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants.
- ▶ Additional details furnished upon request.

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**AmericanJobCenter**<sup>®</sup>  
network



## Resume Basics

### We'll talk about:

- **Developing Accomplishment Statements**
- **Determining Your Value**
- **Utilizing Key Words**
- **How to Use Hard and Soft Skills**

**Join us for Resume Basics!**

**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

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."