

How to Write a Resume

Show your future employer you have what it takes!!

When: Saturday April 22, 2017
10am to Noon

Where: Bethel Foundation
13003 N. Western Ave.
Oklahoma City, OK 73114
Ph: (405) 286-3700

Topics Covered

- ◆ Resume Building from the ground up
- ◆ Goal and Career setting
- ◆ How to write a resume having limited or no work experience
- ◆ How to effectively communicate past experience on a resume
- ◆ How to write a resume for the job you want
- ◆ The do's and don'ts of resume writing

By the end of this course, each student will have a working basic resume to take home!

This course is free and open to all, however class size is **limited!!**
Sign up and reserve your spot today!



Please complete the information on the back of this page and return it to the Bethel Foundation office.

Registration for How to Write a Resume Seminar

When: Saturday, April 22, 2017 ~ 10am to Noon

Location: Bethel Foundation, 13003 N. Western Ave., Oklahoma City, OK 73114

No Charge ~ Childcare Not Included

(Please Print)

Name: _____

Address: _____

E-mail: _____

Phone: _____



I do hereby agree to assume all the risks which may be encountered by myself at Bethel Foundation, including activities preliminary and subsequent thereto. I do hereby agree to hold Bethel Foundation, its employees and volunteers, harmless from any liability and actions, causes of actions, claims, expenses, and damages on account of injury to myself or property, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

In the event that I become injured or ill during the seminar, I authorize Bethel Foundation or their representatives to secure first aid and/or the services of a physician or hospital and agree to assume all financial obligations incurred therewith.

Signature: _____

Printed Name: _____

Date: _____

Complete in full and return this page to Bethel Foundation, 13003 N. Western, Oklahoma City, OK 73114, or fax it to 405-607-8340. Call 405-286-3700 for more information.

We encourage you to register as soon as possible as space is limited and this program will fill up quickly. We will begin a waiting list if necessary.