

empowering **CAREERS**



## BOOK TODAY

Limited to only 10 participants per Masterclass, tickets to each session are limited.

Our Next Masterclass will be held on:

**Thursday September 22nd**  
**10am to Midday**  
**Level 10**  
**50 Market Street**  
**Melbourne City**

All students will receive a copy of the E-Book, How to Write a Winning Resume and 2 General resume examples on CD. Tea and coffee will be provided on the day.

**Tickets only \$88.00 inc GST**

Email: [Masterclass@rsresumes.com.au](mailto:Masterclass@rsresumes.com.au)

To order today.

## RESUME & COVER LETTER MASTERCLASS

Writing a resume is not as easy as many individuals perceive due to the changing dynamics of the recruitment industry and labour market. To develop a self marketing tool that truly highlights a candidates core skills and capabilities, in line with what the recruiter or employer are seeking, can only be achieved once you have a clear understanding of what is a Resume, How is a Resume used and what are the core fundamentals of how to write a resume.

In this Masterclass style workshop, Principal Consultant and leading Professional Resume specialist Rebecca Fraser introduces

you to the Australian Resume Document. Her experience over 10 years in delivering professional resume services to individuals and large enterprises, coupled with her continuous engagement with recruiters, recruitment firms, organisation leaders and HR Professionals, has seen her become recognised as a leader in the Australian Resume industry.

The only workshop of it's kind in Australia, you will develop skills and knowledge that will support you throughout the remainder of your career.

**PHONE**

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# Recruitment Services

# RESUMÉS

EMPOWERING CAREERS

## MASTERCLASS AGENDA

### Self Marketing to empower your career

#### Resume Writing and Cover Letter

Over 2 hours, this interactive and inclusive style Masterclass delves into the fundamentals of the most important self marketing tool of your career—the Resume; as well as touching on the still important cover letter.

Facilitated by Rebecca Fraser, Professional Resume Writer and Career Development Practitioner, core topics include:

- What is the Resume Document
- What is the Purpose of the Resume
- Common myths of a Resume
- Resume Development
  - Resume Types
  - Writing Style
  - Sections of a resume
  - Developing the content
  - Keywords
  - Tailoring your resume
- What is the purpose of a cover letter
- What should a cover letter address
- What is the importance of a cover letter

In only 2 hours, you will be guided on how to develop your document to best suit your requirements. You will be expected to ask questions to guide the workshop to ensure everyone's requirements are met. Examples and material, provided to take away from the course, will allow you to develop your resume with a clear awareness of what is actually meeting the job market requirements and what words and sections will best support your career progression.

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