



Resume Workshops now available!
Oakland Private Industry Council will be holding
4 Keys to Success
Resume Workshops

at the Oakland Career Center
1212 Broadway Avenue Suite 100 1st floor
Oakland, CA 94612 1st floor computer lab.

Please check the current classes schedule for the
scheduled dates of the **4 Keys to Success**
Resume Workshop session

Please sign up prior to the workshop dates at the reception desk!

At this workshop you will:

- Create your own professional resume in different file types
 - (PDF, Microsoft Word, Text format)
- Learn how to use resume templates to be effective and stand out on its own.
 - How to create a “Interview effective Resume!”
 - Tips on a good cover letter and reference sheet
- How to upload your resume and apply to a potential employer online
 - Basic Email 101

(How to obtain an email address, organizing your email correspondence)

Basic requirements for this workshop:

- 1) Have your job and personal history ready
- 2) Flashdrive USB 2.0 2 GB minimum (optional)
- 3) Email address required
- 4) Some experience with the computer desired.
- 5) *You must be enrolled and registered in CalJobs!*