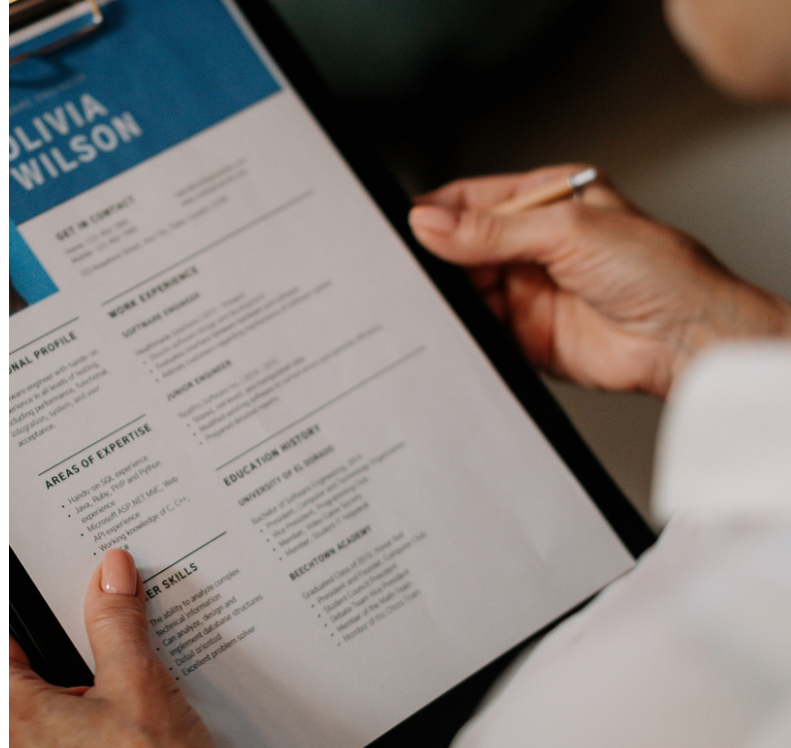


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Resume Refresh

Fast, tactical ways to manage audience attention and create the right impression

Whether you're entering the workforce for the first time or are a seasoned professional, writing about your accomplishments will always be necessary. Yet for most of us, writing about ourselves can feel awkward and forced.

You already know that your resume communicates your qualifications to the people reading it; but so does your writing itself—the words you choose, the way you organize information, and the tone you use.

In this session, we'll zoom in on resumes and teach you how to make a few small changes that can dramatically improve the effectiveness of these tricky documents.

Makes a great series with Professional Bio Refresh and Better Networking Messages.

YOU WILL LEARN

- How people read resumes and how they read on screens
- How to design your resume so your audience will read what you want
- How to update your words and sentences to make the right impression



60 MINUTES

Delivered virtually
Great for large groups

"When I wrote a homework email after Bold Type's email course, it was a reply to a job ad. And something amazing happened—I received an interview invitation! During the interview I used a technique I learned in the 'Resume Refresh' course—I scanned their job ad and mirrored their own action verbs. And I was offered a better position that was not even advertised!!! Thank you Casey and Grace for the genius hacks!"

—Tatiana, Product Marketing Manager