

One Bermuda Alliance
Southampton East Central Branch
Presents

Creating A Professional Resume To Get The Job You Want

Do you want to create a WOW factor résumé encompassing the most highly enticing characteristics employers are looking for? Leah Scott, JP, MP for Southampton East Central has invited Bill Zuill and Patrice Williams to moderate this résumé writing workshop.

Bill Zuill is a Director of Bermuda Executive Services Ltd (BES). Mr Zuill was previously Editor of The Royal Gazette where he managed the hiring for a staff of 30 journalists. He now brings that experience to bear in recruiting for BES's clients and writes a column in The Royal Gazette called Recruiting and Retention.

Patrice Williams coordinates the contract recruiting desk for BES, in which capacity she recruits and places staff in a wide range of professions with BES's clients.

Bill and Patrice will provide detailed explanations, as well as the step-by-step process, for creating an effective résumé.

In this workshop, you will acquire professional résumé writing tips to help rejuvenate your résumé, discover networking skills, learn how to increase your visibility both online and offline, and effectively use these components to optimize your job search.

Our highly experienced moderators will address:

- How to format your résumé
- What to include in your résumé
- Internet Presence – How visible are you?
- Do you have an online profile?
- How do you optimize your job search?

In addition, we will also provide information on where to look for jobs. Don't miss this exciting opportunity.

Date: 24 January 2015

Location: Heron Bay Primary School
Middle Road, Southampton

Time: 2.00 – 5.00 p.m.

For further information or details contact John Faiella at jfaiella1950@gmail.com or 299 7118 or Leah Scott at lscott@oba.bm or 595 7972



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