

Resume Review Workshop

Adjunct professor of management, Martine Bertin-Peterson, is offering resume review workshops virtually for Spring 2021. Students must sign up in advance for 50-minute timeslots. There will be no more than *two* students during each session. Students must register at least 24-hours prior to an available date.

Students must cancel with at least 24-hours notice.

There are three prerequisites for attending a resume workshop:

- Email a draft copy of your resume petersom@tcnj.edu at least 24 hours before the workshop.
- When emailing your resume include a link or an attachment to a job or internship posting for which you believe you are qualified and to which you would like to apply.
- Watch the following videos and be prepared to discuss the tips and techniques covered:
[What your resume should look like in 2017](#)
[Tips on resumes, interviews from recruiters](#)
[Resume writing for Application Tracking Systems](#)
[Entry- level job resume tips](#)

Below are the dates and times currently scheduled:

February 8th – May 12th

Tuesday, 10:00 am – 10:50 am

Wednesday, 4:00 pm – 4:50 pm

Friday, 10:00 am – 10:50 am

Instructions for Scheduling Workshop:

- Sign in to your TCNJ Gmail account.
- Open the Calendar in your Google apps.
- Select date and start time using the available times listed above.
- Enter your full name and TCNJ email address.
- Click on “More Options” and add a guest “busresume@tcnj.edu”. You can click on the “Find A Time” tab to see if there is a conflict (if it is greyed out there is another booking).
- Click save and, when prompted, Yes to send the invite.
- This will be checked frequently throughout the day to be approved. Once approved, you will see you assigned date and time on your Google calendar.
- Your request will be denied if: 1) you request a date and/or time not listed above or 2) there are already 3 students signed up for the date/time you requested.
- Prior to the date of your workshop, you will receive the Zoom information from Professor Bertin-Peterson.

NOTE: Students who are “no shows” or do not cancel with 24-hours notice will not be allowed to sign up for another date for 30 days.