

# Resume Review Workshop

Adjunct professor of management, Martine Bertin-Peterson, is offering resume review workshops in Business Building 215. Students must sign up in advance for 50-minute timeslots. There will be no more than *four* 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:**

- Bring a draft hard copy of your resume with you.
- Bring a link or hard copy 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:  
<https://www.topresume.com/career-advice/excellent-resume-for-recent-grad>  
[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:**

September 13, 2021 through December 10, 2021\*

Tuesday, 8:30 am to 9:20 am

Tuesday, 12:30 pm to 1:20 pm

Friday, 8:30 am to 9:20 am

\*There will be no resume review sessions on October 12<sup>th</sup> (fall break) or November 26<sup>th</sup> (Thanksgiving break)

## **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, TCNJ email address and "Resume Review" in the appointment title.
- 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.

***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.***