

# 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 available for Fall 2022:**

Beginning September 6, 2022 through December 9, 2022\*

Tuesday, 8:30 am – 9:20 am

Tuesday, 12:30 pm – 1:20 pm

Friday, 8:30 am – 9:20 am

\*There will be no resume review session on Tuesday, October 11, 2022 due to fall break or Friday, November 25, 2022 due to 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. This account is only monitored during normal business hours, Monday through Friday from 8:00 am to 4:00 pm. You will not receive a response if your request is submitted after hours or on weekends.
- 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 4 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.***