

Resume Review Workshop

Adjunct professor of management, Martine Bertin-Peterson, is offering resume review workshops. 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. Students will receive a confirmation/reminder the day before their scheduled session from Professor Bertin-Peterson. The email will come from busresume@tcnj.edu.

There are three prerequisites for attending a resume workshop:

- Bring a *two* (2) hard copies of your resume with you.
- Bring *one* (1) hard copy of 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 Spring 2023:

Beginning January 27, 2023 through May 12, 2023*

- Tuesday: 10:00am-10:50am, BB215
- Tuesday: 12:30pm -1:20pm, **BB105**
- Friday: 10:00am -10:50am, BB215

*There will be no resume review sessions on March 14 or 17, 2023 due to spring break or April 25, 2023 due to the Celebration of Student Achievement.

Instructions for Scheduling Workshop:

Send an email to busresume@tcnj.edu requesting a slot during the available days and times. You will be sent a calendar invite that you must accept.

If the session is full, you will be sent an email to choose another day and time.

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.