

Resume Assistance with Jane

Need help with creating a resume or want help with one you already have? All you have to do is ask.

Must make an appointment with Jane. Appointments are available Monday, Wednesday and Friday from 10 am to 4 pm.

Must bring:

1. Personal contact information, i.e. phone number, address, and email address.
2. Previous employment information, i.e. phone number, address, job responsibilities, and supervisor information).
3. Three references (names, address, and phone numbers), preferably professional.

Must have a willingness to complete this resume and use it.