



The Institute of Electrical and Electronics  
Engineers  
(IEEE)  
Galveston Bay Section



**IEEE**  
youngprofessionals

Invites you to Leadership Development Series-1

September 30<sup>th</sup> (Friday) Meeting

## RESUME BUILDING

**Presentation:** Resume building, the first step towards seeking/improving career.

**Speaker:** Mr. CHARLES CROCKER,

- Director of Career Service At University of Houston Clear Lake.
- Over 10 years of experience in collaborating, supervising, counseling and giving workshops on career decision making, strengths development, resume writing, interviewing, and job search strategies.
- Trained several staff and students on SIGI+ (computerized guidance system).

**Main Idea:** To create an effective resume that supports and focuses on career paths and exploring vocation.

**Acquisition of Resume knowledge:**

- Write a Professional resume.
- Identify the format of a resume and its content.
- What are the three C's and how to implement them in resume?
- How to write a resume for co-op/internship/summer position, for graduate or professional school and for organizational leadership positions.

**RESERVATION IS FREE**

**University of Houston Clear- Lake (Delta building: D119-A)**

Free parking. No security processing required.

Interested non-IEEE students, engineers, technicians, all young professions, IEEE Members and guests alike are welcome!

**12:00 PM – 1:30 PM - Program and Q&A**

**Please RSVP Before Noon on Tuesday 27<sup>th</sup>, 2016**

**For any information contact**

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Reservations for Refreshment or to attend this meeting should be made by email to:

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