

# In Person Class

## EFFECTIVE RESUME WRITING



**Course Description:**  
The workshop is designed for participants to create a resume/ cover letter or update a current one. Activities include accessing information, exploring resources, and computer time to work. Participants will also learn tips for a successful interview and participate in a mock job interview.

### WHEN?

1/09/2024

9:00 AM - 1:00 PM

### WHERE?

**AWC Downtown Center,  
Room 115**

### PRICE

**\$80.00**

**Location:** AWC Reskilling and Technology Center, 1351 S. Redondo Center Dr, Yuma AZ 85364

**Email:** [ContinuingED@azwestern.edu](mailto:ContinuingED@azwestern.edu) | **To Register and Pay:** (928) 317-7674

**Registration Hours:** Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone, mail or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

**Refund Cancellation Policy:** A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after that. If a class is canceled due to low registrations, we will contact you 2 business days prior.