



Resume Writing & Interview Skills **OPEN LABS**

Date | Friday
February 15th – April 26th
2:00-3:00pm

Location | Leake – RM 020

Coordinator | Occupational Training in partnership with
Madison House

Target Audience | Any FM employee interested in developing
their resume, cover letter and/or preparing
for an upcoming opportunity at UVA.

Overview

Are you interested in building your career here at UVA?

Do you have an updated cover letter and resume? If not, Occupational Training in partnership with the Madison House will be offering individualized professional development opportunities for anyone in Facilities Management. The Resume Writing & Interview Skills Open Labs will be held weekly beginning February 15th. These labs will give all participants the opportunity to actively draft their own cover letter and resume, and practice interview skills.

Individualized coaching

- Cover Letter
 - Purpose
 - Steps to take before writing your cover letter
- Resume
 - Top Resume Guidelines
 - Contrasting Elements
 - Alignment
 - Repetition
 - Your resume review
- Interview
 - How to prepare
 - Phone interviews
 - Face-to-face Interviews
 - Your portfolio

Walk ins Welcome!

No registration required

Questions: Fm-Training@virginia.edu