

*Ace
Words,
Etc.*



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Resume Workshops

Offering assistance to those who are moving on

On-Site or at a Selected Location

Resume workshops are highly valued by employees when staff is reduced due to organizational downsizing and restructuring. A workshop helps employees stride ahead with confidence as they seek their next employment opportunity. Employees who are thinking starting a business and those looking ahead to retirement take away fresh ideas and action plans for productive next steps.

Group workshops can be held at your location or at a site arranged for this purpose. Group sizes may range from three to eight. The small group size promotes interaction among the participants and allows the workshop leader to give individual attention to each attendee.

Adjustments are made for industry, level of participants, and specific needs. Topics typically covered in workshops are:

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| Review of resume challenges | Impressing with visual impact |
| Targeting new opportunity | Showcasing challenges and achievements |
| Claiming your preferred position | Adding vitality to your word choices |
| Becoming a "match" | Critiquing sample resumes |
| Pre-selling the resume reviewer | Packaging options for your resume |

Marilyn Tullius, Principal of Ace Words, Etc. has prepared hundreds of custom resumes for clients in business, professional, and executive careers across most industries, including professional services, medical, government, entertainment, and new media. Marilyn formed Ace Words in 1990 following her core career in business planning, strategy, and marketing. She holds an M.S. degree from the Anderson School at UCLA with a concentration in Marketing. Marilyn has presented more than 50 resume writing workshops on the Los Angeles Westside.

Please call or discuss your interests and requirements.