



*Municipal Employees Chapter*  
*Presents:*  
**Right Your Resume**  
By Rachael Kaplan

**General Resume Writing:**

1. Discover different formatting options
2. Understand what employers are looking for
3. Learn about structure and key components
4. Reflect on past accomplishments and responsibilities
5. Recognize the importance of the visual presentation
6. Creating effective bullet points
7. Conclusion

**Please Join Us May 20, 2010**  
**Gwinnett County Fires Administrative**  
**Headquarters**  
**408 Hurricane Shoals Road. NE**  
**Lawrenceville, GA**

**Time: 5:45 p.m. — 6:00 p.m. Networking**  
**6:00 p.m.—Program Begins**

**RSVP by Friday May 14th:**  
**Lorraine Powell, CPS/CAP**  
**678-518-4818 or**  
**[Lorraine.powell@gwinnettcounty.com](mailto:Lorraine.powell@gwinnettcounty.com)**

**1 Re-cert point applied for**