



*A job search resource, support and network group*

# **ARE YOU CLEAR ON YOUR CAREER ACHIEVEMENTS?**

**Tuesday, March 16, 8 - 10 a.m.**

In today's job market being *CLEAR on Your Career ACHIEVEMENTS* is essential. They are the key points you need to communicate - from your resume, to your cover letter to an interview. Your Career Achievements are your focused talking points, and keep you on message.

This Workshop is to define and write your career achievements. Led by Marcie Cashen, you will learn the difference between a list of responsibilities and your career achievements: the specific projects you worked on, the role you played and the results you accomplished.

Marcie has a Masters in HR and Industrial Relations and brings over 15 years of industry experience. For 5 years she also presented job search workshops in an employment ministry at her former church in Illinois before moving to San Diego.

You will learn that for each position you respond to, select the top 3-4 achievements that are most relevant to that position; customize your resume to address the needs of that employer.

How do you know if you are being *CLEAR on your Career Achievements*? Get feedback. Come to *The Boardroom* on Tuesday, March 16th...start getting clear...and getting ahead!

This workshop will be held in the Life Center Fellowship Hall at La Jolla Presbyterian Church, 7715 Draper Ave., La Jolla. Free parking garage, entrance off Kline. *The Boardroom* is open for drop-ins Tuesdays, Wednesdays and Thursdays from 10 am to 2 pm in the Admin Building, Upper Library.

To RSVP, or for more information, contact Grace Decker, Director at 858.638.9103 or [TheBoardroom@pacbell.net](mailto:TheBoardroom@pacbell.net).