

Job Search Tools Workshop

Self Assessment

and

Effective Cover Letters

Benedictine University
Scholl Hall – Room 153
5700 College Road
Lisle, IL 60532-0900

www.ben.edu/shrm

Tuesday, March 23, 2004

6:30 – 8:30 p.m.

**Benedictine University - Krasa Center
Conference Rooms A-B**

**Are you positioning yourself for a
successful job search?**

This workshop is designed to enhance the quality of your job search by explaining how to properly utilize two important job search tools:

- A self-assessment to ensure you are selling employers on your best attributes, and
- A cover letter following three general guidelines that show your passion and enthusiasm

The speaker is Rob Sullivan, author of *Getting Your Foot in the Door When You Don't Have a Leg to Stand On*—a book that has already begun to replace *What Color is Your Parachute?* as a text in college career development courses. Rob has appeared on NBC, ABC, WGN, and is featured on the March 18 segment of NBC reality show *Starting Over*.

**The cost is free to BU SHRM members and
\$10.00 for non-members to be collected at the door.**

**To register by email contact Rosalind Neal
at nchess61@aol.com by Friday, March 19, 2004.**

The Society for Human Resource Management (SHRM) at Benedictine University is a student chapter of the national professional association serving students in human resources management and related academic programs. Our chapter encourages professional development, networking and sharing of HR business practices.

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