Professional Developments Assignments

Answering Questions for Effective Resume Writing

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1. **What is the workshop you are taking ?**

Mr. Tossas was taking the course of resume writing with the professional development center on the 1st floor of the name building near the resources center. This workshop was to be an hour and a half & note taking was allowed by Mr.Tossas. The workshop was attended by over 30 different students including Mr.Tossas this was quite a different experience then normal class structure. The open ended discussion allowed for a more free thinking and outspoken learning environment. Workshops are paramount in helping not only develop educational and work talents but social skills that further enhance work force skills.

1. **Why Is this offered through the Professional Development Center at The City University of New York, CUNY ?**

This workshop is offered by the professional development center to increase students knowledge on building better resumes for future job opportunites. Mr.Tossas took this workshop to further push his resume to better be able to be identified to future employers, it is paramount that youre resume is in correct order when applying to new job.the gratitude for Professional development center cannot be understated as most of the resumes that are sent out to the workforce are not correct or outdated in language or structure. Workshops like this are needed in abdunace for undergraduates as there are many unanswered issues when breaking into the workforce especially New York.

1. **What are you supposed to learn ?**

Professional developments basis for this worksjop is to introduce students of all levels

in the workforce to adept resume building via the three different structures. The structures

go from chronological , functional & hybrid combination of both(Gordon,2019). Each

structures has beenfits to Mr.Tossas as they all allow him to convey his work profile to

employers. These is very important as your resume is what leads to possible interviews,

without a proper resume to send out to future employers this can be a tedious and

troublesome process when it comes to attaining new work. Education in this workshop is

really important to future sucesss.

1. **What are its objectives for students ?**

The resume workshop for Mr.Tossas is to increase skills in his resume writing and to

improve chances at future employment As well as defining what actually is a resume and

how they are used and implemented in the business world (Gordon,2019). These skills

must be practiced outside of the workshop as resumes are constant changing

documents especially in whatever workforce students attempt on joining in. The workshop had another objective to help students further there knowledge in professional workshops by giving us news on new workshops to help further our professional profiles and improve our portfolios.

1. **How does this professional development workshop add to your professional career ?**

Mr.Tossas professional career is further enhanced with this workshop by giving his resume more flexibility and proper structure.Without these added elements Mr.Tossas resume would be at a severe disadvantage in the workforce compared to many of his competitors. This is invaluable in going through the job search process as with no interviews there would be no chance of Mr.Tossas gaining access to interviews leading to new positions and opportunites.Furthermore the addition of. Better resume writing skills only adds to the ability Mr.tossas always having a chance of new career opportunites and possible promotions.Having this type of added knowlesge is an invaluable resource.

1. **How will it enhance it ?**

Mr. Tossas professional career will be enhanced by having the tools necessary to always update his work profile called a resume. With the the techniques given at the work shop these are Indispensable to Mr.Tossas furture work success. This one tool can open many doors to future opportunites and possible better way of hiring when Mr.tossas runs his own businesses. Not only is having a great resume essential in the workforce but being able to read and know how to dissect a resume is necessary in the other side of the work force. Reading a proper resume and being able to hire good employees is essential down the line.

1. **What was the value of taking this professional development course ?**

Value in the knowledge given from this workshop to Mr.Tossas can not be measured in monetary value , but measured in the lasting impact for the future. With proper resume writing it will open doors to future earnings and better job opportunities. The value in these opportunites can not be understated mr tossas has an unlimitless potential. Legacies are not created overnight but with proper hard work and consistency opportunites are born.The professional development has given Mr.Tossas these tools to further enhance his own possible future but those around him by giving him education that can have greater impact not on himself but others in his life.

References

Gordon,N (2019, Oct 22). Effective Resume Writing. Seminar Presented by Professional Development Center in N-119, Brooklyn,Ny