**Human Resources Development**

**C.A.P.E.S. Lab**

**Career Assessment & Preparation for Employment Success**

**Room 203 in the Library**



**Join us for our next HRD Class, we will be covering the following:**

**Exploring Career Options & Goal Setting**

**Writing a Winning Resume**

**Mastering Branding & Social Networking**

**Managing Electronic Image**

**Acing the Interview**

**Learning How to Manage Your Time**

**Standing Out at a Job Fair**

**Improving Workplace Technology Skills**

**Building Your Portfolio**

**And much more!**

**Contact Dr. Otis Robinson to reserve your seat,**

**Email Dr. Otis Robinson at** [**RobinsoO@faytechcc.edu**](mailto:RobinsoO@faytechcc.edu) **or 910.678.0055.**