



# Workshop Series

Join us for a special series of free workshops presented by

## Terence Norman

He knows HR secrets because he is HR.

**8/5**

9 AM - 11:30 AM

### Behind the Scenes of Resumes: HR's Perspective

Learn common mistakes and how HR screens resumes. Also, learn how HR professionals think so you can better present yourself to them.

**8/12**

9 AM - 11:30 AM

### Getting it Right: Writing a Resume

Learn best practices of writing a resume and cover letter. Get tips on making your resume stand out from the crowd and rules of changing your resume.

**8/19**

9 AM - 11:30 AM

### Interview Bootcamp

Get prepared for the interview process! What should you wear? What should you ask? What can you do before hand to be ready for HR's questions?

**8/26**

9 AM - 11:30 AM

### Interview Techniques

Learn how to answer tough questions and go deeper into the interview process. Practice interviews with role playing.

Terence Norman is a veteran human resource professional and is the director of HR at Birla Carbon.

**Registration is required.**

To register, call 770-528-4300 or send an email to [information@cobbworks.org](mailto:information@cobbworks.org) with your name, address, phone number, & workshop selection

Workshops will be held at CobbWorks Workforce Development Center.  
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