

Certified Professional Résumé Writer (CPRW) Certification Prep Course

EARN 24 CONTINUING EDUCATION CONTACT HOURS!

BE KNOWN AS AN EXPERT IN YOUR FIELD
REINFORCE YOUR CREDIBILITY WITH CLIENTS
BE SEEN AS AMONG THE BEST-OF-THE-BEST

"The CPRW Prep Course was spot on. Without the course, I do not think I would have had the success on the first attempt."

Guido DeLuca, Counselor / Director Job Development, Chesapeake College



Learn

- How the testing process works
- Core competencies required for certification
- What the exam graders look for
- Key elements that comprise the exam
- 7 deadly sins to avoid when taking the exam
- Managing your time effectively during the exam
- Tips for passing the exam

Practice

- Writing with purpose
- Spelling and grammar essentials
- Proofreading skills
- Creating a mock résumé package, just like the one you'll be doing for the exam
- Reviewing résumés and cover letters, seeing them through the eyes of the exam graders

Why?

Why the CPRW Certification Prep class?

The CPRW certification exam is rigorous and demanding, and the Certification Prep Course helps ensure that you are prepared to pass the exam. Upon completion of the class, you will be thoroughly familiar with all aspects



of the CPRW certification and even have an opportunity to take a practice exam. You'll leave the class feeling confident and self-assured in your ability to pass the real exam.

ASK US ABOUT THE PASS RATE FOR OUR GRADUATES WHO TAKE THE EXAM!



Workforce
TRAINING
CONSULTING
FACILITATION
★ **Excellence**
Group LLC

Dates: September 11, 12, October 13, 2017

Times: 9:00 am – 4:00 pm

Location: Randallstown Community Center

Cost: \$895.00 (Register by July 31 and **save \$50**)

Registration: www.workforceexcellencegroup.com

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About

About the CPRW Credential...

The ability to help job seekers construct a powerful résumé that will open doors for them is an essential skill for career and workforce development professionals. Having the credential that shows you are among the elite in your profession helps establish your credibility with your customers and increases your value to the organization.



One of the most frequently requested programs by workforce and career development professionals, the CPRW Study Group class is designed to prepare you for the certification exam given by the Professional Association of Résumé Writers (PARW).

Why?

Why the Certification?

- The CPRW credential is the Industry Standard for professional résumé writers
- You'll be identified as an expert in your field
- It documents your expertise and enhances your credibility
- Customers know that they are being served by a highly trained professional
- Your organization or practice presents a more professional appearance when your credentials are displayed for customers to see
- The CPRW credential is portable, making you a valuable addition to any organization serving job seekers



Who?

Who Should Attend?

- Career Coaches and Counselors
- Workforce Development Professionals
- College and University Career Services Professionals
- Military Transition Specialists
- Recruiters
- Placement and Out-Placement Specialists
- Anyone who offers résumé writing assistance

What?

What's Included?

- Three days of classroom instruction
- Test application fee (\$225 value)
- CPRW Certification Study Guide (\$150 value)
- *Résumé Magic* book by Susan Whitcomb (\$20 value)
- PowerPoint slides and learning activity handouts
- Job seeker profile for your practice exam (priceless)
- Individual coaching outside the classroom by the instructor