

Certified Professional Résumé Writer (CPRW) Certification Prep Course

EARN 18 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

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



Why?

Why CPRW Certification?



- The industry-recognized CPRW credential identifies you as an expert in your field
- It documents your expertise and credibility
- Customers know that they are being served by a highly trained professional
- Your organization presents a more professional appearance when your credentials are displayed for customers to see
- CPRW certification is portable, making you a valuable addition to any organization serving job seekers

Learn and Practice

- Core competencies required for certification
- The 4 key elements exam graders look for
- 7 deadly sins to avoid when taking the exam
- The modules that comprise the exam
- Managing your time effectively during the exam
- Tips for passing the exam
- 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



Workforce
TRAINING
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Group LLC**

"I thought I knew a great deal when it came to writing résumés and cover letters, until I took the CPRW Certification Prep Course...I am confident in my résumé writing now and would not have passed my CPRW test without this prep course."

—Lauren Coleman, Baltimore County Division of Workforce Development

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Why?

Why the CPRW Certification Prep Course?

The CPRW Certification Prep Course helps ensure that you are as prepared to pass the exam as is humanly possible. By the time you complete the course, you will be thoroughly familiar with all aspects of the CPRW

certification and even have an opportunity to take a practice exam. As a result, you'll leave the course feeling confident and self-assured in your ability to pass when you take it for real.



What?

What's Included?

- Two days of classroom instruction
- Test application fee (\$225 value)
- Study Guide
- *Résumé Magic* book by Susan Whitcomb
- PowerPoint slides and learning activity handouts
- Job seeker profile for your practice exam
- Individual coaching outside the classroom by the instructor
- Feedback on your practice exam
- 18 contact hours of continuing education



Who?

Who Should Attend?

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



"I recently attend the CPRW prep course hosted by Bruce Wahlgren and Tammy Ditzel. Not only was the course informative, but those two made the material very lively, fun, and interactive...I went into the CPRW exam knowing I had all the tools and training needed to pass. I can say without a doubt, Bruce and Tammy helped me successfully obtain a credential I use in my career and my personal life."

– Wes Leatherman, Frederick County Workforce Services

"People passed because you are wonderful instructors! I took the class 3+ years ago, and still managed to pass in July. Great preparation through your classes made that possible."

– Rebecca R, Re-entry Outreach Trainer, AAWDC

Contact us about details and pricing for onsite delivery

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★ **Excellence**
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Dates: December 5-6, 2018

Times: 9:00 – 4:00

Location: Columbia, Maryland

Cost: \$795 (save \$50 – register by October 17th)

Registration: www.workforceexcellencegroup.com