



CARITAS Works Resume Writing Coach

Supervisor	Director of Operations
Contact:	<u>works@caritasva.org</u>
Hours:	2-4 hours per week
Benefits:	Help motivated students develop their personal resume. Support and contribute to the success of the CARITAS mission. Satisfaction of knowing you are helping to contribute to the solution of homelessness in Richmond.
Qualifications:	Knowledgeable of Effective Resume Writing Strategies Excellent grammar and punctuation skills Excellent communication and coaching skills Warm and encouraging personality
Responsibilities:	Help students create an effective resume. Proofread student resumes.

Students must develop a personal resume to be used in their job search process. The Resume Writing Coach will utilize techniques taught to students in assisting them with their resume development.

www.caritassva.org