

**Title: Resume Writer and Intern (Graduate) #RWI10082**

**Description:** Under the direction of the Executive Director and Program Coordinator of of the Newark Workforce Development Board, the Resume Writer Intern serves as a critical resource within the Newark Works Career Training Center, Newark 2020 Jobs Program, and job readiness training programs/services, for Newark residents, by providing resume writing and enhancement services and personal branding advice to assist with securing employment.

**Why We Need You:**

Assists in the fulfillment of the Newark 2020 vision of recruiting, training, and assisting 2,020 Newark residents in obtaining full-time employment at living wages in Newark, NJ by bridging the gap between employers and job seekers.

**Responsibilities:**

- Evaluate job seekers abilities, interest, talents, skills, and personality characteristics to assist in creating, refining, and preparing professional resumes and cover letter for job seekers.
- Assist job seekers in creating a dynamic professional resume summary
- Write resumes, CV, and cover letters from scratch with client-provided data
- Edit and rewrite existing resumes, CV, cover letters, e-notes, follow-up emails, and thank you notes
- Interaction with clients as necessary by phone, video conference, and email
- Provide resume critiques according to resume best practices set forth by the office
- Assist clients in setting up LinkedIn profile

**You will gain:**

- Experience in a professional writing and human resource position
- Experience in resume writing and tools to build your writing portfolio
- Experience developing supplemental job search tools including: personal branding, 30 second pitch, and networking strategies
- Practice developing creative thinking skills and the ability to process complex ideas
- Increased communication skills including: writing, analyzing, creative and critical thinking, and structuring a persuasive argument
- Understanding people and ability to connect with them
- Data organization skills

**Qualifications:**

- Bachelor's Degree in English or currently enrolled in a Graduate Studies Program in English, Public Administration, HR, Marketing, or Business Administration **or**
- In lieu of English degree, HR Certification or Certification from one of the major career organizations (NRWA, CDI, CPRW, CRS etc.), or 2 years of full-time experience or in Human Resources, professional writing, or related field
- Excellent written and verbal English communication skills

- Solid understanding of various industries and job functions including entry level, technical, professional, and executive roles
- Knowledge of various resume formats, ATS capabilities, and the ability to determine the best formats for each individual
- Effective interviewing, presentation, organizational, written, and verbal skills
- Goals oriented: ability to meet time commitments and follow through to task/job completion; strong work ethic and capacity for responsibility
- Ability to work independently, set schedules and work under deadlines
- Ability to communicate effectively
- Strong interpersonal skills: communicates effectively with individuals from diverse economic backgrounds, as well with all types and levels of academic achievement; ability to use collaborative practices to build support for objectives; build positive relationships within and outside of the agency; involves others, and disseminates information; seeks solutions where all parties can contribute and benefit; recognizes and respects diverse ideas; encourages and supports others
- Commitment to quality emphasizing the need to deliver quality services; defines standards for quality and evaluates products, processes, and/or services against those standards; manages quality
- Professional resume and cover letter writing experience
- Proficiency using LinkedIn
- Impeccable attention to detail
- Excellent customer support skills
- Outstanding writing and editing skills
- A friendly, positive and flexible attitude
- The desire to learn and evolve your writing skills in the field of resume writing
- Proficient in Office 365, Google Docs and all related business software; Must have a laptop with a copy of Microsoft Word

**Supervision:** The Executive Director and Program Coordinator to provide oversight, training, and guidance.

If you meet the above requirements, we'd love to hear from you. Submit your resume and two resumes you've edited or written. If selected for further evaluation, you will be contacted via email.

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