



WORKSHOP

How to write a resume and a cover letter in English

You are cordially invited to participate in this event organized by the faculty of Science and Technology of Hoa Sen University. The speakers include different English teachers from France: Ms. Pauline Danto, Ms. Cybèle Raybaud and Ms. Catherine Pham. We are also pleased to welcome Dr. Nguyen Luu Bao Doan, Director of the International Relations department of Hoa Sen University and professional of the recruitment process.

Time: 7th June 2014, 8:30 to 11:30 AM
Venue: Hoa Sen University, Nguyen Van Trang Campus, room NZ 502
Topic: Resume and Cover Letter in English
Language: English

How to write a resume Learn how to write a stand out resume.	How to write a cover letter Learn how to write a notable cover letter.
Point of view of a professional Hear useful tips from Mr. Doan's experience (Hoa Sen University, International Relations Dept. Director)	Individual review of your resume with the speakers Bring your resume and seek some advice from different point of view.

Be sure to bring a paper, a pen and your own resume in your native language and **in English**.

Come to this interactive workshop to gain some valuable insight of the hiring process.

Learn how to professionally write a cover letter and a resume.



Hoa Sen University
Faculty of Science and Technology
Lô 10 CVPM Quang Trung, P. Tân Chánh Hiệp, Q.12, TP.HCM