

Subject: Upcoming Federal Resume Workshop – Jul 29, 2024 – Exclusively for Veterans

Good morning/afternoon, Sir/Ma'am:

My name is Kevin, and I'm a recruiting agent for the Department of Treasury (Internal Revenue Service). Part of my duties involve contacting organizations in the areas I'm assigned to cover, and informing them of upcoming events. We have a great event upcoming that your organization should be aware of.

On Jul 29, 2024, at 2pm Eastern time, our agency will be conducting a résumé writing workshop that is exclusively for veterans. It is intended to give veterans valuable insight when writing a federal résumé, such as translating military skills to "civilian language," how to read a job announcement, and put the best package forward when applying for a federal position. The workshop is scheduled to be conducted by HR specialists, who are the reviewers of all résumés submitted for consideration for our positions.

There is no pre-registration for this event, and spaces will be limited on the day of the event, so those interested in attending should log on promptly, because once the capacity has been reached, we can't add anyone.

Thank you for your time, and I look forward to collaborating with you in the future.

Sincerely,
Kevin (U.S. Air Force Veteran)

Workshop information:

Join ZoomGov Meeting

<https://irs.zoomgov.com/j/1606171326?pwd=KtbP4LUTk8VR69PsxNQ2qDiqgJEZlv.1>

Meeting ID: 160 617 1326

Passcode: !cuL0UKg

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