



ARKANSAS ADULT LEARNING  
**ResourceCenter**

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TO: Adult Education and Literacy Council Directors  
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator  
DATE: September 10, 2024  
SUBJECT: Professional Development/Training Opportunity

The Arkansas Adult Learning Resource Center (AALRC) is pleased to announce the following workshop(s):

**Creating Resumes that Land Interviews (AALRC)**  
**September 24, 2024 ■ Session ID: 533819**  
**January 8, 2025 ■ Session ID: 533822**

This training is scheduled for Tuesday, September 24, 2024. It will be held from 9:00 a.m.–4:00 p.m., at the AALRC. Attendees may valet park in the building parking deck and the AALRC will validate your parking. For directions to the AALRC and a listing of nearby hotels, click here: <https://aalrc.org/contact-us/>. LaTasha Dale Warren and Sulideisi Camacho, College and Career Coaches, are the presenters.

This training will provide Career Services Providers (CSP) an overview of the current trends in resume writing and job search strategies to assist adult learners in competing in a 21st century workforce. Participants will collaborate in small groups to apply practical applications in resume writing. Emphasis will be placed on specific strategies for creating general and digital resumes, optimizing Linked-In, uploading a resume online, and creating a job search strategy plan of action.

Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 23-06 for full Travel Policy Guidelines). Only one car per 4 participants can receive mileage reimbursement unless prior written authorization from Dr. Trenia Miles, Director, Arkansas Workforce Connections, Adult Education Office, has been obtained. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from Little Rock in order to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$107 plus tax. Participants must submit an original signed hotel receipt for reimbursement.

**Registration is open! Click here to register: [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc).**

*The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or [info@aalrc.org](mailto:info@aalrc.org) regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.*