



Presented by Altria Group Distribution Company

“Professional Preparation + Opportunity = SUCCESS”

In just 2 workshops, you will gain in valuable skills for finding the right internship or job and managing your professional life from the sales and distribution management experts at Altria

Thursday February 21 and 28, 2013
McClelland Park, First Floor
6:00-8:00 pm

Workshop 1: Business and Interview Etiquette

- How to dress, approach recruiters and create a resume that will get you noticed
- Practice the popular Behavioral Based “SCAR” interview method. *Mock interviews will be conducted where you can get on-the-spot feedback!*
- Secrets of successful follow-up that will set you apart from the rest of the pack
- Light refreshments served

Workshop 2: Dining Etiquette

- Enjoy a four course meal fully covered by the workshop series fee.
- Learn to make a positive impression with social etiquette and table manners for business settings
- Tips for success once you land the job—ask for and respond appropriately to feedback to become a top performer

How to Register:

Register and pay on line with a credit card at <http://www.terrylundgrencenter.org/gopro>

The \$15 cost of the workshop includes the dinner on February 28 and a certificate for those who complete both workshops.

Sign up by February 15, 2013.

Sign up today for the Go Pro! 2013 Business Etiquette Certificate

