



Position Title: Resume Assistant **Number of Positions Available:** 1

Purpose: Review resumes and ensure they are formatted for professional use.

Location: Remote (E-mail Based Opportunity)

Key Responsibilities:

- Review resumes and adjust to achieve a professional format.
- Send any feedback regarding content of resume in an e-mail to the requesting party.
- Review and return resumes within two business days of CSC request.

Qualifications:

- Proficient in Microsoft Word .
- Excellent written communication skills.
- Knowledge of current employment/resume format trends.

Commitment:

- Occurrence: As Needed

Age Requirement: 18 +

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____