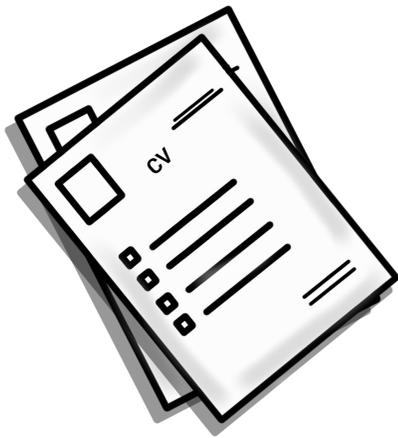


2021 is well under way, and now is the perfect time to improve your career readiness skills. This month's newsletter dives into some quick tips to enhance your resume's appearance and one of 2021's in-demand soft skills.

Improving Your Resume



Our Career Services team is here to help you make 2021 the year that you perfect your resume! This month, we'll focus on your resume's text format.

1. Use Times New Roman, Arial or Garamond as your font. These fonts will give your resume a professional appearance, whereas choices like Comic Sans or any cursive font will not.
2. Stick to size 11 or 12 font. Your font shouldn't be massive, and it shouldn't require a magnifying glass.

[Need to start from scratch? Here's a resume template from the team!](#)

Spotlighting In-Demand Soft Skills



Work on strengthening your career development this year by improving your soft skills! Judey Napoli, Administrative Division Manager of the [Emerson Group](#), is here to highlight which soft skills are in-demand this year.

April's Skill: Leadership

Did you take lead on a project? On a team? In a high school job? Or are you just a natural leader? Think about it, and PUT yourself in an environment where you can GROW as a leader!

"Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others." —Jack Welch

Upcoming Events



Each month, RCBC's Workforce Development Institute hosts informational events.

- [Career Pathways \(Weekly, Tuesdays at 4 pm\):](#) Learn about several in-demand career pathways within the state of NJ!
- [General Info Session: \(Bi-Weekly, Thursdays at 4pm\):](#) Learn about the variety of training and education programs provided by RCBC's Workforce Development Institute.

For more information on these events, check out our events page at rcbc.edu/workforce

Workforce Development Institute
Rowan College at Burlington County
(856) 222-9311 ext 2323