



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 ensure professional formatting.
- Send any feedback regarding resume content in an e-mail to employment specialist.
- Review and return resumes within two business days of request.

Qualifications:

- Detail oriented with excellent written and verbal communication skills.
- Proficient in Microsoft Word. Computer skills including file sharing and management.
- Regularly check and responds to emails.
- Knowledge of current employment trends and resume formatting.

Commitment:

- Occurrence: As Needed

Age Requirement: 18 +

Training:

- Volunteer Orientation at Cleveland Sight Center.