



# Heidi Voorhees

GovHR USA, LLC



## The Legacy Project Presents: Resume Review for Career Advancement

How do you know when you are ready for the next step in your career? This session will provide tips for updating your resume and preparing for an interview. The session will also discuss overcoming typical challenges, and other helpful tips for getting ready for your next career move. Session will include real-world examples in the local government setting.

### Learning Objectives:

- How to prepare for your next professional position.
- Overcoming typical challenges in the selection process.
- Creating and engaging resume and cover letter to help succeed in your job search.
- Understanding the interview process and the best way to present yourself for selection.
- Being aware of all facets of the interview process and how to best navigate them.

Heidi Voorhees is the president and co-owner of GovHR USA, and possesses more than 30 years of collective experience working in local government. She has served as both a municipal leader and partner with local governments and nonprofits, handling executive search and management consulting. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S. She is deeply focused on understanding the culture of each organization that GovHR USA serves.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

**VIA ZOOM • MARCH 9 • 11:30 AM TO 12:30 PM**



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