

RESUME WRITING SKILLS AND INTERVIEW WORKSHOP

COURSE AIMS

This intensive workshop will provide delegates with the information and guidance necessary to write a CV that makes an effective first impression and will significantly improve their chances of getting an interview.

TARGET AUDIENCE

Anyone who is looking for employment and wants to understand how to write an effective CV that will greatly enhance their prospects of being selected for interview.

INTENSIVE WORKSHOP FOR CV WRITING

This fast-track workshop is specially constructed to provide delegates with the most effective skills in the shortest possible time.

MODULE 1:

Introduction and Course Overview

MODULE 2:

About CVs

- What is a CV ?
- Chronological CV
- Functional (or Skills-Based) CV
- Rules for Writing CVs
- CV Dos and Don'ts

MODULE 3:

Preparing Your CV

MODULE 4:

Writing your CV

- The Summary Page
- Professional Experience
- Qualifications
- Interests and Additional Information

MODULE 5:

Proofing and Checking Your CV

- Overcoming Common CV Problems

MODULE 6:

The Cover Letter

Why Write a Cover Letter ?

- Cover Letter Contents
- My Cover Letter

MODULE 7:

Adapting Your CV

MODULE 8:

Your Personal Action Plan