

CV Writing Skills Course C3528839

12/10/2017 Thursday 12th October 2017 9:30am – 2.30pm

Need to brush up your CV? This workshop will show you how to develop and target your CV for the work you are applying for.

We will look at:

- The importance of professional presentation methods
- Identify common mistakes made when producing a CV
- Identify errors in a poorly presented CV
- Explore different presentation styles of a CV
- Find out how to match a CV to a job description
- How to compile a personal profile statement

Preparing for Interview C3528840

Thursday 19th October 2017 9:30am– 2:30pm

Interview coming up? This workshop could give you the edge by helping you to develop your skills, knowledge and confidence when preparing for an interview. We will look at:

- Preparing for an interview
- The recruitment interview
- Answering interview questions
- What to ask at an interview
- Review own performance
- Identify effective ways to follow up an interview

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