

## CV WRITING AND INTERVIEW SKILLS TWO-DAY WORKSHOP

### **About this course**

Your CV is the first impression that a prospective employer gets of you, so it needs to be a carefully composed document. On this course, you will learn how to produce an effective CV that will give you a better chance of being successful in your search for a job. The second half of the workshop focuses on critical success factors for effective interviewing.

There will be many opportunities for practice and participants will receive both trainer and peer feedback on their performance. Participants will also be encouraged to prepare an action plan for their further development.

### **Who should attend?**

Anyone who wants to sharpen their skills and stand out in front of future employers.

### **Course Objectives**

- Understand what comprises an effective CV
- Write and edit your CV
- Sharpen your interview skills

### **Course Benefits**

- Feel more confident in your preparation for a job application and interview
- Understand the needs of your potential employer and communicate your skills and experience to fit those needs
- Practise how to present yourself best
- Be confident asking for feedback -

### **Course Outline**

#### **CV Writing**

- understand what makes a good CV
- ensure your CV is accurate in content, spelling and grammar
- decide on the appropriate format for your CV
- write an effective, but concise CV

#### **Interview Skills**

- prepare and plan for an interview
- speak with confidence and project a positive impression
- talk about qualifications, skills and work experience
- deal with questions and expand on answers
- plan and ask questions during the interview