

Duration: 1 day

Who should attend: Anyone who wants to write an effective CV that will greatly enhance their prospects of being selected for interview.

Aims: To 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.

By the end of the course, delegates will:

- Establish the purpose and importance of a CV
- Review the top CV styles – what are recruiters looking for?
- Suggest a structure: what to include... and what not!
- Focus on key elements e.g. personal profile and achievements
- Write cover letters that get you noticed

Content

Purpose of a CV

Types of CV

Structure & Layout

What to include and what not to include

CV Etiquette

Do's and Don'ts

Self-assessment

Identify your skills, strengths and achievements

Create your CV

Make every word count

Add a cover letter