

CV Workshop

Objectives: By the end of your workshop you will have a clearer understanding of how to create a winning CV.

Designed for: Anyone who is job hunting and needs a professional CV.

Prerequisites: None.

Course Content:

- Understand the recruiter's perspective when applying for a job
- Highlight your achievements
- Focus on your areas of contribution
- Review your current CV or create a new one
- Learn how to tailor your CV for each job application
- Identify what should be included in a covering letter

In order to make this workshop as beneficial to you as possible you are encouraged to bring your drafted Curriculum Vitae to the session.

Duration: 3.5 hours

What Next?

- Positive Interview Techniques
- Effective Business Communication

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts