

Writing Resumes

Half day



Pre-requisites

Participants will gain the most from this course if they are familiar with Microsoft Word and templates.

Pre-course preparation

Participants are required to bring to the course their current resume or an MS Word document containing their details in bullet point form. This is the basis from which participants will be working during the course.

Description

Do you need to?

- Change your career path
- Develop a resume that looks good and accurately reflects your skills and experience
- Communicate your value to a potential employer

Through a range of different teaching styles participants will gain writing tips and techniques for creating effective resumes. Through reflection opportunity will exist to identify gaps in existing skills and knowledge.

Aim

This hands-on course is designed to teach participants how to present their knowledge, skills and experience in a positive way to potential employers.

This course aims to guide participants through the practical skills and techniques in effective resume writing.

Learning outcomes

At the completion of this course you should have the skills and knowledge to:

- Clearly identify your employment strengths
- Present your resume in a professional manner
- Identify proper format and content to include in a resume
- Be able to present yourself in a positive and professional manner to potential employers
- Practise using common models to describe competencies
- Apply knowledge to update current resume

Topics Covered

Key topics covered on this course include:

Analyse your work history

- Understand the categories of work skills, knowledge, and experience
- The difference between competencies and achievements
- Analyse your work history strengths
- Describe your competencies and achievements

Resumes

- Identify the difference between a resume and CV
- Tailor your resume to match the job
- Common skills employers look for
- Referees
- Avoid common resume mistakes



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