Resume Writing and Interview Skills - 1 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
- Improve your interview and presentation skills

Through a range of different teaching styles participants will gain writing tips and techniques and examine examples of 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 teach participants the practical skills and techniques in effective resume writing and presenting themselves effectively during interviews.

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
- Understand the difference between a Resume vs. LinkedIn
- Be able to present yourself in a positive and professional manner to potential employers

Topics Covered

Key topics covered on this course include:

Responding to Selection Criteria

- Selection criteria explained
- Three ways to respond

Write a better application

- Fine tune your response
- Help with specific criteria
- Applying in a letter or resume
- Expression of interest

Specific jobs

- Online applications
- Senior positions

Resumes

- Targeted resumes
- Resumes for senior positions
- Describe your competencies

Job interviews

- Preparing for an interview
- Interview questions

Skills

- Skill lists

Application and Cover Letters
Final Steps

- Feedback from the selection panel
- Plan for the next job