

## Course details

### Course title

Professional Development: Job Seeking and CV Writing

### Course code

Q00016652

### Course date

Start: 04/07/24

End: 04/07/24

### Number of classes

1 sessions

### Timetable

Thu 4th Jul, 10:00 to 13:00

### Tutor

Kate Antoniou

### Fee:

Free

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

## **Venue**

Online

## **Level of study**

Beginners

## **Course overview**

This course will help you navigate your journey towards looking for a new job. For many people who perhaps have been in the same role for several years or have been out of the job market are daunted by the prospect of looking for a job. This session will help you to identify and celebrate your personal skills and celebrate your unique selling points. Once we have identified these, we can look at how you can produce an effective CV and navigate the job market successfully; join this course to get closer to getting that new job. This course is a Free Taster Course.

## **Course description**

Find out how to get into that new role or to get back into the job market if it has been several years since you applied for a job. What are employers looking for? How can you identify and celebrate what your unique selling point is, and present yourself most effectively to a new employer, matching your skills to the needs of the job, find out why your age or apparent lack of recent experience is not a barrier to your being successful in your search?

We will be looking at where you can start job searching and what are the most promising routes. How you can reach out to employers, and produce a stunning CV? Most jobs are not advertised, so we will be investigating how we can tap into this hidden job market and looking at networking and speculative applications.

You might be wanting to take a different career direction, if so, how can you prepare for this and fill in any skills and experience gaps to make you the ideal candidate.

Join us for this interactive session to find out more and be one step closer to getting that dream job!

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/4-july-professional-development-job-seeking-and-cv-writing>