



Course details

Course title

Professional Development: CV writing

Course code

Q00017326

Course date

Start: 09/06/25

End: 24/06/25

Number of classes

6 sessions

Timetable

Mon 9th Jun, 12:15 to 14:45

Tue 10th Jun, 12:15 to 14:45

Mon 16th Jun, 12:15 to 14:45

Tue 17th Jun, 12:15 to 14:45

Mon 23rd Jun, 12:15 to 14:45

Tue 24th Jun, 12:15 to 14:45

Tutor

Imogen Draper

Fee range

Free to £55.50

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

On this course, you will learn about the key elements of a CV and follow this structure to build your own. You will be guided through a step-by-step process allowing you to build your CV as the course progresses. You will learn about the type of personal information you should include, how to construct your previous education and work experience, as well as how to write an effective personal statement. You will use your existing English to communicate with others on the course but you will continue to develop your wider English skills and learn new vocabulary connected to CV writing. /You will need to be working at ESOL Level 1 to join this course. If you are a new WEA learner we will ask you to do a short initial assessment to check your ESOL Level. This course is funded by the West Midlands Combined Authority

Course description

This course is designed to support you in creating your own CV. It is split into separate sections with one section being covered each week. /The first task is to understand a CV, what it is and why it is important, and to learn what information should be included on it. You will then start to build your own CV by compiling the correct personal information that you need and present this in a clear readable format./Once this is done, you will then prepare your background information relating to previous education and employment and put this into an acceptable format for a CV. /You will learn how to write a personal statement, including what it is and why you need one. This will inform you on how to write an effective personal statement of your own./Once you have compiled all the information you need, you will then collate this, proofread it, and correct any errors / issues that remain./ Throughout the course you will have the full support of your tutor and other learners and will be signposted to any materials that may be helpful to you both on the course and in the future.

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.

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