

## Course details

### Course title

Professional Development: CV writing

### Course code

Q00018454

### Course date

Start: 31/07/24

End: 28/08/24

### Number of classes

4 sessions

### Timetable

Wed 7th Aug, 15:00 to 16:00

Wed 14th Aug, 15:00 to 16:00

Wed 21st Aug, 15:00 to 16:00

Wed 28th Aug, 15:00 to 16:00

### Tutor

Tabitha Allsop

### Fee range

Free to £21.00

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

## **Venue**

Shrewsbury Town Football club  
Oteley Road  
Shrewsbury  
SY2 6ST

## **Level of study**

Entry Level

## **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 be supported to learn how to effectively search and apply for jobs to help you to work towards your career goals. We will also discuss interview techniques to help you to prepare effectively.

## **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. You will be supported to learn how to effectively search and apply for jobs to help you to work towards your career goals. We will also discuss interview techniques to help you to prepare effectively.

## **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/31-july-professional-development-cv-writing>