

Course details

Course title

Professional Development: Writing a CV

Course code

Q00016310

Course date

Start: 02/12/24

End: 05/12/24

Number of classes

4 sessions

Timetable

Mon 2nd Dec, 12:30 to 14:30

Tue 3rd Dec, 12:30 to 14:30

Wed 4th Dec, 12:30 to 14:30

Thu 5th Dec, 12:30 to 14:30

Tutor

Maria Tawfik Bitrana

Fee range

Free to £33.60

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

Bakersfield Community Centre (Nottingham)
312 Sneinton Dale
Nottingham
NG3 7DN

Qualification name & awarding organisation

Professional Development: Writing a CV ()

Course overview

Are you unsure of how to create a compelling CV that stands out from the crowd and helps you to secure that much needed job interview? If so, then the WEA's new CV Writing course has been tailored to help you enhance your job application skills by providing practical guidance on creating impactful CVs. You will learn the art of presenting your experience and accomplishments effectively, ensuring that your CV reflects your unique strengths in the most positive light possible. Arousing the curiosity of employers is your goal and this course will ultimately help you to elevate your professional profile and open doors to new opportunities. Please join us at the WEA to unlock the secrets of impactful CV writing and work towards a brighter future!

Course description

Enhance your career prospects with our immersive nine-session CV Writing course which has been designed to provide you with the skills to create a compelling and impactful CV. In each one-hour session you will explore the intricacies of creating a CV that not only captures attention, but also propels you towards career success. Key features of this essential course include:

- Learning how to customise your CV for a variety of job opportunities.
- Mastering the art of structuring your CV for maximum impact.
- Discovering how to use language that resonates with employers.
- Highlighting your accomplishments to help you stand out from the crowd.

Throughout the course you will also receive individualised feedback and advice from your friendly and knowledgeable tutor.

Whether you're entering the job market or looking to enhance your current CV, this course provides you with practical skills and insights which will boost your job and career prospects. It's time to invest in yourself and your future and join the WEA on a journey towards CV excellence.

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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