



Course details

Course title

Step into Work

Course code

C00000007

Course date

Start: 12/05/25

End: 22/05/25

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

"Step Into Work" is a comprehensive program designed to equip you with the essential skills needed for job hunting. This course covers writing effective cover letters, creating standout CVs, and mastering interview techniques. Through practical workshops and expert guidance, you'll learn how to present yourself confidently to potential employers and increase your chances of landing the job you desire. This course will help you examine your current skills and qualities and how they transfer to job related tasks. You'll need access to the internet to take this 'Step into Work' program as our tutors use the WEA's digital learning portal, Canvas, to send you important information and tasks.

Course description

"The ""Step Into Work"" program is designed to provide you with the essential skills and knowledge needed to successfully enter the job market. This comprehensive course focuses on three key areas: cover letters, CV creation, and interview techniques.

You will begin by learning how to write compelling cover letters that catch the attention of employers and effectively showcase your skills and experiences. The course will guide you through the process of crafting personalised cover letters that stand out from the competition.

Next, you'll dive into creating a professional CV. You'll learn how to structure your CV, highlight your strengths, and tailor your resume to different job applications. Through hands-on workshops, you'll receive feedback and tips on how to make your CV more attractive to employers.

Finally, the program will equip you with essential interview techniques. You will learn how to prepare for interviews, respond to common questions, and present yourself confidently. Role-playing exercises and mock interviews will provide you with practical experience and boost your confidence.

By the end of the ""Step Into Work"" program, you'll be equipped with the tools and skills necessary to effectively market yourself to potential employers, enhancing your employability and paving the way for a successful job search."

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