

CV WRITING & INTERVIEW TECHNIQUES Seminar – CVI

Language:	English
Duration:	7.5 hours / 1 day
Attendance:	Minimum 4
Assessment:	Not Applicable
Certification:	Yes (Attendance Certificate)
Price:	€ 250 per person

LOCATION & DATES
Malta – Fri 25 th Oct 2019
Malta – Tue 21 st Jan 2020
or
On Request

Course Entry Requirements:	COURSE REGISTRATION
<ul style="list-style-type: none"> • English Language Proficiency. • Basic Computer Literacy and Skills. 	https://bizav.eu/training-course-registration/

Course Description
<p>During the seminar candidates will be given comprehensive knowledge and guidance on:</p> <ul style="list-style-type: none"> – How to prepare and write a quality CV; – How to handle oneself in an interview; and – How to manage common interview questions. <p>Seminar participants will also have the opportunity of a ‘question and answer’ session with a human resources expert.</p>

Target Group
<p>This seminar is applicable to anyone who wants to develop his/her CV writing skills and interviewing techniques. It is ideal for candidates who want to improve their chances in getting short-listed and selected for a job.</p>

Course Outline [Integrated]
<p>This course will feature the following elements:</p> <ol style="list-style-type: none"> 1) CV Writing Skills 2) Writing your CV: Practical Session 3) Interview Techniques 4) Handling Common Interview Questions 5) Role Play: Interview Practice 6) Question and Answer Session