

CV Writing Seminar – CVW

Language:	English
Duration:	3.5 hours
Attendance:	Minimum 4
Assessment:	Not Applicable
Certification:	Yes (Attendance Certificate)
Price:	€ 98 per person

LOCATION & DATES
On Request – training@bizav.eu
or
ONLINE - using Live Synchronous Videoconferencing (LSV)

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 write different types of CVs; – What content to include in a CV; and – Key considerations to make your CV submission stand out. <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 skills in CV writing. It is ideal for candidates who want to improve their chances in getting short-listed and selected for a job.</p>

Course Outline [Modular]
<p>This course will feature the following elements:</p> <ol style="list-style-type: none"> 1) CV Types and their Use 2) CV Content and Presentation 3) CV Dos and Don'ts 4) Key Considerations to make your CV unique 5) Practical CV Writing Session – Templates Provided 6) Question and Answer Session