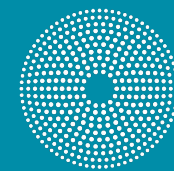


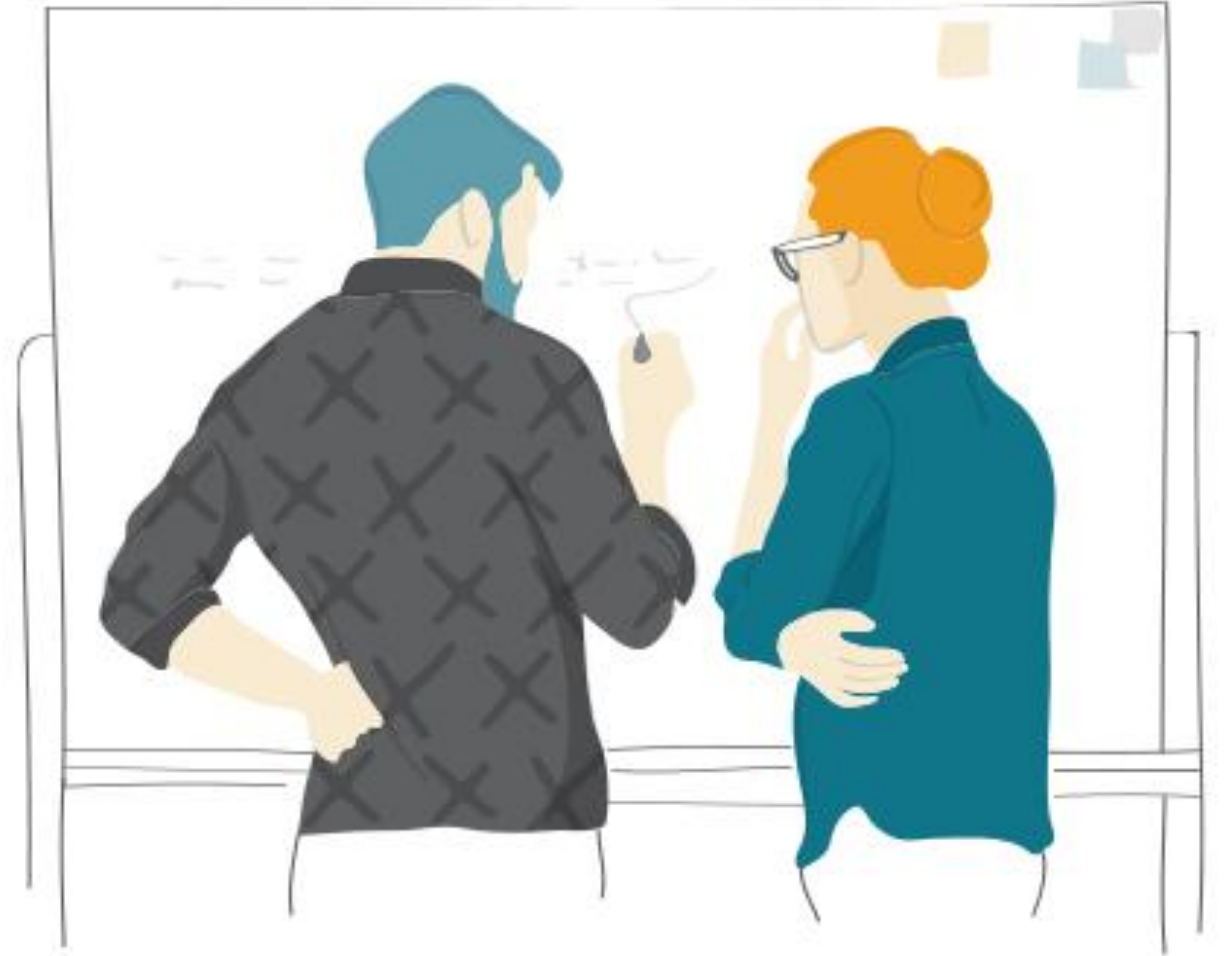


## CV Writing & Interview Skills Workshop



ThrivingTalent

# LEARNING JOURNEY & OBJECTIVES



# LEARNING JOURNEY

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## PRE COURSE

**iwantmycareer.com e-learning platform**  
Watch videos modules on CV writing and LinkedIn

### **CV and cover letter for feedback**

Participants will receive personalised CV feedback from training instructor 1-2 weeks before the course via skype call session

### **Interview Skills Webinar**

60 minute live webinar covering the theory of how to prepare iwantmycareer.com e-learning platform for and answer predictable interview and competency based questions

## WORKSHOP

### AM

- How to make sure your application is relevant to a vacancy
- Develop impactful profile and achievement statements for CV and LinkedIn
- Update cover letters and CVs for further feedback

### PM

- Recap on interview best practices
- 2 rounds of interview simulations between participants

## POST COURSE

Training evaluation

**12-month access to iwantmycareer.com platform for ongoing questions and support**



# Learning outcomes

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## CV WRITING

**Aim:** Create impactful career marketing tools, including: Bio, CV, cover letter and LinkedIn profile

### Objectives:

By the end of the training participants will be able to:

- Interpret the different CV types available and select the appropriate one to achieve career or job search goals
- Prepare a LinkedIn Profile to support professional networking and the job search process
- Prepare an impactful profile statement and achievement statements for their CV and LinkedIn profile
- Prepare a draft cover letter for a real position
- Demonstrate how to tailor their CV and cover letters to job applications

## INTERVIEW SKILLS

**Aim:** Gain the confidence and know-how to prepare for and perform in a job interview

### Objectives:

By the end of the training participants will be able to:

- Identify the different types of interview commonly used to recruit employees
- Prepare and practice powerful answers to common predictable questions
- Prepare and practice powerful examples to competency based questions
- Give examples on how to be strategic throughout an interview process: preparation, questions to ask the interviewer, how to discuss salary expectations etc
- Explain how to follow up after an interview has taken place

