

PRE COURSE ONLINE

Step 1 - CV & Cover Letter Theory & Feedback

You have the opportunity to update and submit your CV and cover letter for feedback in advance of the workshop. To complete this activity successfully you must do the following:

- Sign up to the [iwantmycareer](#) platform and access the Total Career Blueprint e-course
- View Lesson 2 - Optimize your CV & get short-listed for interview which is contained under Module 2 - Personal Branding. You have the possibility to train your skills in this module.
- Update your cover letter and CV, ideally with a specific job role in mind, and send a word or PDF copy of both to Natalie Wilkins by email before Friday 21 December 2018.
- We will prepare feedback on your CV and cover letter and will be sharing this with you during a one-to-one online video conference.
- Finally, attend your scheduled one-to-one feedback call to receive your feedback and use this to update your CV and cover letter in time for the workshop on January 23, 2019.

Please book ASAP your time slot at this link: <https://calendly.com/natalie-wilkins-thriving-talent/cv-and-cover-letter-feedback-session/01-07-2019>

Step 2 - Interview Skills Webinar (Date & Time TBC)

- The webinar will be done on week 7-11 January 2019. Please vote for your preferred dates before 14.12.2018: <https://doodle.com/poll/m4spgxhwh8y6rq59>
- Before the webinar, login into the [iwantmycareer](#) platform and review Module 6 - Interviews. This module will walk you through how to prepare for a Competency Based Interview, which is the preferred interview style for most corporate and academic organisations. Take the opportunity to prepare your competency examples for 2-3 competency areas. We suggest the following competences as a start: Teamwork, problem solving, and flexibility.
- Come and join the live webinar, where Natalie will be testing your knowledge on interviews, getting you to practice some of your competency examples and sharing some practical theory on how to prepare for predictable interview questions. She will also give you instructions to prepare for the interview simulations we have planned during the workshop. The webinar will be recorded for those of you not able to make it live.

WORKSHOP on 23.01.2019

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

12-month access to [iwantmycareer.com](#) platform for ongoing questions and support