



The Effective CV and Using it

A BITESIZE WORKSHOP: HAVE AN EFFECTIVE CV (CVS) AND LEARN HOW TO OPTIMISE THIS DOCUMENT ON THE JOB BOARDS TO SECURE AN INTERVIEW.

Learn how to:

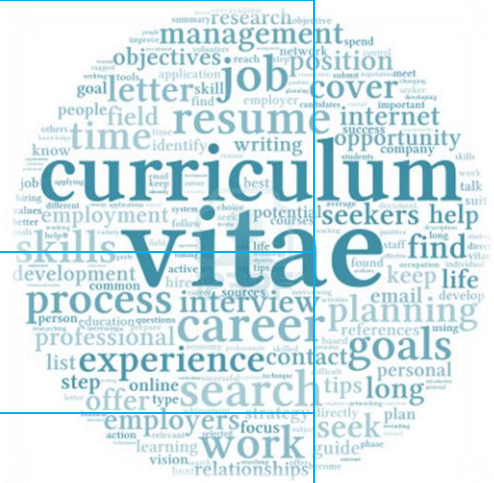
1. Have a template and structure of the cv which will work for you
2. Put the 'content' correctly to get you past the initial screening process of agencies & companies.
3. Apply your cv to LinkedIn & the job boards to optimise this document reflecting you.
4. Understand the mediums of communication and when to send your CV.....Just because you are asked for it, you don't just send it!!!

If you can answer yes to any of the following questions then this bitesize workshop will be effective for you:

1. Have you been putting off writing the cv as you don't know where to start?
2. Are you fed up with getting so much conflicting information about the 'right' CV?
3. Are you finding it hard to ensure this document truly reflects you as a person?
4. Do you want to know what puts employers off or turns them on when they read that piece of paper?

Workshop Agenda & Structure – 1.5 hour workshop

Time	Agenda
0:00 min	<ul style="list-style-type: none"> ➤ The need of a CV – Why? Leading to Content? ➤ The 'wrong' CV exercise ➤ What' great about you? Exploring Competencies
30:00min	<ul style="list-style-type: none"> ➤ Optimising the CV online ➤ Job Board Screening ➤ The CV Screen in 3 -4 seconds ➤ The Follow up Call
75:00min	<ul style="list-style-type: none"> ➤ The Job Hunting Time Plan ➤ LinkedIn Profile & Social Media CV ➤ Your Action Points
90:00min	<ul style="list-style-type: none"> ➤ Close



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