

# Course Information Sheet

Enrichment CV Workshop



## **Course Description:**

Enhance your CV with our one-day Enrichment CV Workshop, designed to help you create a standout resume that highlights your skills and experiences.

Our "Enrichment CV Workshop" is aimed at helping individuals craft a professional and compelling CV. This workshop will cover essential elements such as formatting, content creation, and tailoring your CV for specific job applications. Participants will gain practical tips and personalised feedback to ensure their CV stands out in the competitive job market.

## **What Will I Learn?**

- Introduction to CV Writing: Importance and purpose of a CV.
- Key Elements of a CV: Contact details, personal statement, work experience, education, skills, and references.
- Tailoring Your CV: How to customise your CV for different job applications.
- Practical Tips: Common mistakes to avoid and how to make your CV visually appealing.

## **Who should join this course?**

This workshop is suitable for anyone looking to enhance their CV, whether you are entering the job market for the first time, changing careers, or seeking to improve your current resume.

## **Entry Requirements:**

There are no entry requirements

## **Progression Opportunities:**

Upon completion, participants can explore further education and training options such as:

- Advanced Job Application and Interview Skills Workshops
- Professional Development Courses
- Industry-Specific Resume Workshops
- Level 1 Award in Employability

**How do I enrol?**

To apply for this course online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713.

**How will the course be delivered?**

You will be working with your tutor and other learners face to face.

**Will I need to practise outside the classroom?**

As this is a one-day course, you may wish to think about the content before you attend.

**How will I know I'm making progress?**

At the beginning of the session, your tutor will share with you the objectives of the day, which will give you an opportunity to think about your individual aims for the session. At the end of the session, you will have time to share your experience and reflect on what you learned.

**What will I need?**

Please bring a notepad, and pen.

**Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

