



Avenir
Career Consulting

CV Writing Skills Workshop

Showcasing your talents is not easy. This workshop will show you how to write an effective CV and Covering Letter

Content

- Generating appropriate content. Overcoming reticence about self description.
- Defining your unique selling points.
- Achievements and responsibilities. Portraying the span of responsibility.
- What to omit – what is pertinent.

Presentation

- Chronological or competency based presentations.

Document review

- Accuracy Proof reading File formats. Compatibility and read only content

Covering Letters

- Accuracy versus precision. Content.

CV Marketing

- Destinations Targets Understanding agencies and head-hunters
- Getting selected not overlooked, online professional networking, social media and online recruitment

Managing your Campaign

- Pipeline fill and avoiding complacency, emotional capital, commitment and enthusiasm.
- Document management, contact management, telephony options, email and SMS.