

# Into Work: CV Writing Workshop

## About the Course

This is a one-day workshop aimed at those who have been out of employment or have not applied for a job for a long period of time. On this course you will learn how to create a CV or update your existing CV to help with employment opportunities.

## Timings for the Workshop

- \*10am - 2pm – CV writing Skills.
- \*2pm-2:30 pm – Careers conversation with Work Hounslow
- \*You will be required to attend for the whole day.

## Course Learning Outcomes

- To understand how to tailor your CV to a job specification.
- To create or update your personal CV.

***Please note: To successfully complete this course you must commit to 100% attendance and punctuality.***

## What is needed for the course?

- Basic digital skills
- Good literacy skills
- 100% 100% Attendance

## Progression Pathway Employability

Into Work:  
CV writing

Into Work:  
Cover letter  
writing.

Into Work:  
Interview skills

- Work Hounslow
- Job centre
- Recruitment agencies

**We can also provide you with information, advice and guidance for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)