

Into Work: CV Writing For Women Returning To Work

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-2:30pm Work Hounslow Advisor

*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 or
- ▶ Visit www.workhounslow.co.uk