

## Into Work- CV, Cover Letter and Interview Skills

Venue & Contact Details	
<b>Venue</b>	<i>Hounslow House</i>
<b>Address</b>	<i>7 Bath Rd, Hounslow TW3 3EB</i>
<b>Phone</b>	<b>020 8583 6000</b>
<b>Email</b>	<a href="mailto:courses@hounslow.gov.uk">courses@hounslow.gov.uk</a>
<b>Website</b>	<a href="http://www.hace.ac.uk">www.hace.ac.uk</a>

Course Code	Day	Times	Start date	End date	No of Weeks	Total Fee
<b>MZ699FGA</b>	<b>Saturday</b>	<b>10am-12pm</b>	<b>18/09/2021</b>	<b>23/10/2021</b>	<b>6</b>	<b>Free</b>
<b>MZ699FHA</b>	<b>Saturday</b>	<b>10am-12pm</b>	<b>13/11/2021</b>	<b>18/12/2021</b>	<b>6</b>	<b>Free</b>

### About the course

This course is a part of our Business and Employment Learning Programmes aimed to support local residents into employment.

The course is aimed at those who are seeking new employment opportunities but have been out of employment or have not applied for a job for a longer period of time. On this course you will learn about all the basics needed when applying for jobs: from CV and cover letter writing to interview skills. You will be required to attend all 6 sessions.

If you are looking to learn about a specific aspect of a job application only (eg. Interview Skills), then one of our workshops might be more suitable for you.

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### **What will I learn?**

#### **By the end of the course, you will be able to:**

- Create a comprehensive CV
- Apply a variety of techniques to tailor your cover letter according to the role specifications
- Apply a variety of techniques to conduct a successful interview

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### **What are the entry requirements?**

- This course is for beginners with little or no previous knowledge of job applications. However, to access this course, basic digital skills are essential

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### **What do I need to bring with me?**

- Paper and a pen to take notes

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### **How will my learning be assessed?**

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

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### **What can I do after completing this course?**

- Your tutor will give you a more specific advice on what you could do next at the end of the course based on your personal circumstances.
  - You can call us to find out about upcoming courses on 020 8583 6000
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### **Information, advice and guidance for employment**

- Call 020 8583 6174 to speak to an advisor
  - Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk)
  - Visit <http://www.hace.ac.uk/employment-support>
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