

Into Work- CV, Cover Letter

Venue & Contact Details	
Venue	Online, using Google for Education,
Address	www.classroom.google.com
Phone	020 8583 6000
Email	courses@hounslow.gov.uk
Website	www.hace.ac.uk

Course Code	Day	Times	Start date	End date	No of Weeks	Total Fee
MZ699FMA	Saturday	3pm-5pm	25/09/2021	23/10/2021	5	Free
MZ699FLA	Saturday	3pm-5pm	13/11/2021	11/12/2021	5	Free

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 how to create a CV and write an effective cover letter. You will be required to attend all 5 sessions.

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
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What are the entry requirements?

- This course is for beginners with little or no previous knowledge of CV and cover letter writing. However, to access this course, basic digital skills are essential
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What do I need to bring with me?

- This is an online course – please see the '**Devices and Digital Applications Required for Online Courses**' section below
 - You may wish to bring a piece of 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.

Devices and digital applications required for online courses

This is an online course which requires access to a computer or a laptop and a good internet connection. We use Google Suite for Education and recommend that you download Google Chrome Browser. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.

What can I do after completing this course?

- After this course you may wish to progress into interview skills workshop. At the end of the course your tutor will advise you on your possible next steps.
 - 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
 - Visit <http://www.hace.ac.uk/employment-support>
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