



## CV Writing

½ day course

Having the most effective and eye catching CV is vital in getting you noticed and enabling you to stand out from the crowd. All too often CVs get overlooked due to grammatical errors or the length of the CV which contains far too much detail. But how much is too much? What is the most important aspect to a CV and what piece of vital information should go where? This workshop will address all those issues and more. It will give you the opportunity to look at others' CVs as well as have an expert critique your own. You will be offered practical advice on how to make your CV stand out and how to tailor it to match your job search.

### Style of Delivery

The workshop is very interactive and uses a variety of exercises to explain, demonstrate and put into practice the learning. It is relevant to anyone who wants to improve their CV which will increase their chance of securing an interview. It will also give you food for thought as to what you want from your next job.

### Content

Participants will:

- Give some thought as to what you actually want from your new job
- Determine what your key skills, strengths and achievements are
- Look at different CV formats
- Learn how to make your CV stand out to an employer
- Look at pitfalls to avoid

### Feedback about this course

“Gateway gave excellent advice to delegates for Primark and HMRC and showed everyone how to improve their existing CVs. Gateway also increased the participants' confidence in feeling it was worth putting in the extra effort whilst going through the motions of what can be a soul destroying process.”

Simon Longhurst, Sales Manager, Tresham Business Solutions on behalf of HMRC and Primark

To find out more or to book this course for your team, call us on  
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