



CV & Resume Writing Skills

The aim of these training course materials is to help participants develop skills to write an effective CV & resume and cover letter.

Learning Objectives:

- Identify what a CV & resume is and its purpose.
- Plan and write an effective CV & resume.
- Identify different types of CV & resume and when to use them.
- Write an effective cover letter.

Topics That Will Be Covered to Include:

- Purposes of a CV & resume
- Use of the words 'CV' and 'Resume' around the world
- Some facts about CVs & resumes
- Reasons why CVs and resumes get screened out
- Targeting a CV & resume to the job or career you want
- Identifying your relevant skills and experience
- Guidance on writing a CV & resume section by section (including heading, summary, work history, education and other additional information)
- Turning job duties into accomplishments
- Things to leave out
- Formatting a CV & resume
- Proofreading strategy
- Good practices for sending a CV & resume
- CV & resume types (chronological, functional or skills based, and combination)
- Basic tips on using other media to get noticed, in addition to the traditional written CV & resume
- The purpose and content of a cover letter
- The structure of a cover letter

