



Essential CV Skills

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Many candidates do not have a good quality CV to submit when applying for jobs via the internet and print advertisements. Repeatedly, I spend most of my time during interviews explaining to candidates that their CV's are inadequate and they are required to re-submit once they have fixed their CV.

Even when they re-submit, many errors still remain.

Your CV tells the employer and agency a lot about you, including:

- You are a professional
- You are articulate
- You have good communications skills

You can say all these things in your application letter, but it means nothing if:

- Your CV does not have a logical flow
- Essential information is missing
- You have spelling and grammatical errors
- You use Aussie slang on your CV

We read hundreds of CVs everyday, if you do not pay someone to lay-out your CV, you need to know how to present your CV in a logical and professional approach.

PRACTICAL PROGRAM

- Bring your CV copied onto a USB memory stick
- You will be using Microsoft Word to follow a template designed to follow a systematic format

COST \$220 per ½ day session

- Weekly Workshops held on Saturdays
- Must be paid in advance

**Respond today by ringing (02)9666-8766 or visit
www.exemplarpa.com.au**