



Course details

Course title

Tailoring your CV for Success

Course code

Q00021660

Course date

Start: 28/07/25

End: 28/07/25

Number of classes

1 sessions

Timetable

Mon 28th Jul, 10:00 to 13:00

Tutor

Abbie Cairns

Fee:

£11.10

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

Venue

Online

Level of study

Beginners

Course overview

This micro course is designed for community learners who want to improve their job application success by learning how to tailor their CVs for different roles. In today's competitive job market, it's essential to highlight the skills and experience most relevant to each job you apply for, and this course will provide the practical skills to do just that. Throughout the session, learners will explore the key components of a CV, including personal statements, work experience, skills, and qualifications. The course will teach learners how to adapt each section of their CV to match the job description, ensuring they present themselves as the ideal candidate. Learners will also learn about using keywords from job adverts to pass through applicant tracking systems (ATS) and how to format their CVs to make a lasting impression. By the end of the course, learners will be equipped with the knowledge and tools to customise their CVs confidently for each job application, improving their chances of securing interviews. This course is ideal for anyone looking to enhance their job application strategy and stand out to potential employers.

Course description

This micro course is designed to help learners customise their CVs for various job opportunities. Learners will discover

how to highlight relevant skills, experience, and achievements that align with specific job descriptions. The course covers

the importance of using key words, formatting tips, and tailoring personal statements to stand out to employers. By the

end of the session, learners will have the confidence to adapt their CVs for different roles, increasing their chances of

success in the competitive job market. This course is ideal for anyone looking to improve their job application strategy.

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