



Course details

Course title

Building your CV

Course code

Q00027235

Course date

Start: 16/12/26

End: 16/12/26

Number of classes

1 sessions

Timetable

Wed 16th Dec, 13:00 to 16:00

Tutor

Rob Fele

Fee range

Funding available - £24.00

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

JCP

High Street

Coleford

Course overview

This course is funded by the Department for Education and only open to residents living in non devolved authorities. This short course is designed to help you take practical steps towards employment. It is suitable if you are new to job?seeking, returning to work, or want to improve your confidence with applications. During the session, you will learn what a CV is for and what employers look for. You will be guided to create a simple CV or improve one you already have, using your skills, experience, and interests. Support is available at every stage, and activities are broken down into clear, manageable steps. You will also try basic job?search tasks, such as looking at job adverts and identifying what skills employers want. You will have the chance to practise answering simple interview questions, helping you feel more confident talking about yourself in a positive way. By the end of the course, you will leave with a clearer CV, increased confidence, and practical knowledge to help you move closer to employment or further training.

Course description

This practical, supportive course is designed to help you move closer to employment by building your confidence, skills and understanding of the job?application process. It is suitable if you are looking for work for the first time, returning to employment after a break, or wanting to improve your chances of getting an interview.

During the session, you will learn what a CV is, why employers use it, and what information it should include. Step by step, you will be supported to create a simple CV or improve an existing one, using your skills, experience, interests and strengths. You do not need to have worked before — the course helps you recognise transferable skills from everyday life, volunteering or learning.

You will also practise basic job?search activities, such as reading job adverts and matching your skills to what employers are looking for. The course includes gentle practice of common interview questions, helping you feel more comfortable talking about yourself and your abilities.

By the end of the course, you will have a clearer, more confident CV, improved understanding of job?search steps, and practical tools to help you move forward into work, further training or employability support.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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