



Course details

Course title

CV Writing

Course code

Q00027530

Course date

Start: 04/08/26

End: 18/08/26

Number of classes

3 sessions

Timetable

Tue 4th Aug, 13:30 to 15:30

Tue 11th Aug, 13:30 to 15:30

Tue 18th Aug, 13:30 to 15:30

Tutor

Gabriella Russo

Fee range

Funding available - £48.00

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

Whitehawk

Whitehawk Road
Brighton and Hove
BN2 5NS

Level of study
Beginners

Course overview

This course is funded by the Department for Education and only open to residents living in non devolved authorities. This short course helps you learn how to write a clear and simple CV. A CV is a document that tells employers about you, your skills, and your experience. During the course, you will learn what a CV is and why it is important when looking for work or volunteering. You will look at the different parts of a CV, such as your personal details, skills, work and/or volunteering experience. You will think about your own strengths and the things you are good at. You will practise writing short sentences about yourself and your experience. The course will also help you understand what employers want to see on a CV and how to present your information clearly. By the end of the course, you will have created your own CV that you can use when applying for jobs, courses, or volunteering opportunities. You will also feel more confident talking about your skills and experience. You will look at the different parts of a CV, such as your personal details, skills, work and/or volunteering experience. You will think about your own strengths and the things you are good at. You will practise writing short sentences about yourself and your experience. The course will also help you understand what employers want to see on a CV and how to present your information clearly. By the end of the course, you will have created your own CV that you can use when applying for jobs, courses, or volunteering opportunities. You will also feel more confident talking about your skills and experience.

Course description

This course helps you learn how to write a clear and simple CV. It is often needed when you apply for a job, a course, or a volunteering role.

During the course, you will learn what a CV is and why employers ask for one. You will look at the different parts of a CV, including personal details, skills, work experience, education, and interests. You will think about your own strengths and what you would like to include on your CV.

You will take part in simple activities to help you identify your skills and experiences. This may include work you have done, volunteering, hobbies, or things you have learned in everyday life. You will practise writing short sentences and organising your information so it is easy to read.

You will also look at examples of CVs and learn what employers like to see. The tutor will support you step by step as you build your own CV.

By the end of the course, you will have created a basic CV that you can use when applying for jobs, courses, or volunteering opportunities, and you will feel more confident presenting your skills.

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.

Source URL: <https://www.wea.org.uk/courses/skills-work/personal-development/4-august-cv-writing>