



Course details

Course title

Building your CV

Course code

Q00027127

Course date

Start: 09/09/26

End: 09/09/26

Number of classes

1 sessions

Timetable

Wed 9th Sep, 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

DWP Wellington Street Job Centre
Crown Buildings
60 Wellington Street

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 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.

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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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