



## Course details

### Course title

Employability Essentials: Digital Skills, CV Writing & Job Applications (2-Hour Taster Session)

### Course code

Q00028367

### Course date

Start: 21/07/26

End: 21/07/26

### Number of classes

1 sessions

### Timetable

Tue 21st Jul, 18:00 to 20:00

### Tutor

Harsha Kotecha

### Fee range

Funding available - £16.00

### 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 course is funded by the York and North Yorkshire Combined Authority and is only available to residents living within the York and North Yorkshire Combined Authority area. This practical 2-hour online taster session focuses on developing the digital skills needed to successfully apply for jobs and create effective CVs. Learners will gain confidence in navigating online job applications, understanding employer expectations, and presenting their skills and experience clearly. Through hands-on activities and expert guidance, participants will build essential digital employability skills to support their journey into employment.

## **Course description**

This interactive session introduces learners to the key digital tools and techniques required to search and apply for jobs in today's online environment. Participants will explore how to complete online job applications accurately and efficiently, while avoiding common mistakes.

The session will also focus on creating a clear, professional CV that highlights individual strengths, skills, and experience. Learners will be guided through structuring their CV, tailoring content to specific roles, and presenting information in a way that stands out to employers.

Opportunities for practice and reflection will help learners identify how to improve their applications and increase their chances of success.

## **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/digital/21-july-employability-essentials-digital-skills-cv-writing-job>