



Course details

Course title

CV Writing

Course code

Q00028730

Course date

Start: 27/07/26

End: 30/07/26

Number of classes

2 sessions

Timetable

Mon 27th Jul, 13:00 to 16:00

Thu 30th Jul, 13:00 to 16:00

Tutor

Olusola McKenzie

Fee range

Funding available - £48.00

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

Entry Level

Course overview

This course is funded by the South Yorkshire Combined Authority and only available to residents living within the South Yorkshire Combined Authority area. This short, practical course is designed to give adult learners a helpful introduction to key employability and workplace skills. Whether you're thinking about returning to work, starting volunteering, or preparing for further training, this one-session course offers a supportive space to explore your next steps. In the session(s), you'll gain insight into what employers look for, how to talk about your strengths, and how to present yourself with confidence. You'll also explore essential soft skills such as communication, teamwork, timekeeping, and problem-solving; skills that are valuable in any job or training environment.

Course description

The course includes interactive activities, group discussion, and practical tips to help you feel more prepared and motivated. You'll also find out about local opportunities for learning, volunteering, and employment, and how to access further support.

This course is ideal for anyone looking to build confidence, refresh their skills, or take the first step towards work or further education. No previous experience is needed; just bring your curiosity and a willingness to learn.

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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