## **CV Writing Skills**





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Job change and career transition is an almost inevitable result of today's ever-changing organisational structures and the challenges brought about by the ongoing Covid-19 crisis. Staff across all sectors are looking to enhance their skills in order to feel better prepared to apply for new jobs, either internally or externally.

Participants will significantly increase confidence in their ability to apply successfully for a new job after attending this CV Writing course.

Currently delivered online.

Learners: Those looking to improve their job application skills

**Duration:** Flexible. Typically two half days

**Tailored workplace learning:** To discuss how this course could be tailored to meet your needs and get a quote for course delivery, please email Archie Campbell <u>a.campbell@wea.org.uk</u> or Janice Wimpenny <u>j.wimpenny@wea.org.uk</u> Or Call 0131 226 3456.

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