

## Resume Writing & Job Application Skills Workshop

### Course Information

#### Full Day Workshop (6 Hours)

#### TSRWJA10 (course code)

#### Target Audience

This course will benefit anyone wanting to identify their skills or update existing skills and understanding how to include them in a Resume and job applications.

#### Overview

Nobody can ever underestimate how important it is to have a good cover letter and resume.

First impressions count therefore your resume needs to market you and capture a potential employer's attention.

Most prospective employers / recruiters spend only 30 to 60 seconds initially scanning a resume. It won't get you the job but this initial scan can certainly rule you out.

Obviously different industries and jobs will have recruiters looking for different skills. So knowing how to adjust your application whether in layout, specific details or the order of information can make the difference from being in the discard pile.

#### Course Inclusions

Work book with activities and action plan  
Certificate of attendance upon completion

#### Learning Outcomes

By the end of this course you will have gained knowledge of the following:

- Career Direction
- What are Skills?
- What Skills Do I Have?
- Skills Gap Analysis
- What is a Resume For?
- How to Write an Effective Resume
- Resume Formats in Detail
- Subject Matter in a Resume – Relevant Information
- What is a Cover Letter?
- How to Write an Effective Cover Letter
- What is a Marketing Letter?

### Course Content

**What is a Resume?** – There are a lot of different theories on how to write a resume but I like to keep things simple. So we are going to break it down into 4 basic steps.

- 📌 Brainstorm
- 📌 Putting it all together
- 📌 Proofread
- 📌 Customise your application



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We also look at cover and marketing letters so you not only know how to write a document, you understand what it is and the main purpose.

**Skills analysis and identification** – Participants will be taken through the different types of skills and what employers are looking for. They will then undertake a skills analysis self-assessment to help identify personal and professional skills and start building their application toolkit.

**Writing a cover letter and resume** – Participants will be taken through the different types of resumes and cover letters, formatting and content. They will then build their own resume and cover letter to start adding to their application toolkit. They will be saved on the USB supplied during the course for participants to take away and start actively applying for jobs.

**Online presence and applications** – Participants will be given an understanding of online presence and branding, the advantages and dangers to be aware of. They will create a Seek profile and LinkedIn profile as part of the course to continue adding to their application toolkit.

**Career Goals** – Participants will be given an overview and understanding of career goals and the process to help undertake and set career goals.

**Registration with Recruitment 247**– Participants will register with us to further gain access to prospective employers, a consultant will contact you when appropriate jobs are identified.