



Quest

“You’re Hired!” CV Writing and Job Interview Techniques



7 Weeks, FREE

Looking to refresh your CV and job interview techniques? We have a course that will meet all your needs. In this series of seven workshops you will learn how to write a CV, conduct yourself at an interview, and use the internet to ensure that you arrive as well prepared as possible. By the end of the course you will have a completed CV, will be trained in key interview techniques and will have had the chance to put your skills into practice at a mock interview.

Week 1	CV – how to write one
Week 2	ICT – CV writing in Word
Week 3	CV – review of work
Week 4	ICT – how to upload CV and conduct job searches
Week 5	Interview techniques
Week 6	ICT – how to use internet to prepare for interview
Week 7	Mock interviews

**This course is run in partnership with
Skills Development Scotland**



Venue	Times	Start Date
Alexandria Library	10.30 am – 11.30 am	Wednesday 27 th October
Dalmuir Library	10.30 am – 11.30 am	Wednesday 3 rd November

**Booking forms are available in all libraries and on-line at
<http://libraryonline.west-dunbarton.gov.uk>**