

# Applying For Jobs Seminar

**Designed for:** Anyone who is looking for employment.

**Prerequisites:** None.

**Objectives & Objectives:** To learn how to identify already-acquired strengths, skills and experience. Identify ways to present these to the best advantage in written forms. Enable delegates to create compelling CVs, application forms and covering letters.

**Cost:** 5500 (MUR)

## Course Content

- The CV
- Why CVs are important: employer's needs; making the CV individual; securing the interview.
- Achievements to date: what should be included.
- Qualifications and experience.
- Getting the style of your CV right: avoiding the pitfalls.
- Researching the job: understanding the qualities required; identifying how suitable the job is for you; matching your CV to the advert.
- Researching yourself: identifying achievements and interests; emerging patterns; highlight skills and relevant experience.
- CV formats and styles: the chronological format; the functional CV; choice of language.
- References.
- Presentation: layout; detail; power words.
- The Covering Letter
- The model letter: reasons for writing; persuasive writing.
- Letter format: standard length; language; presentation.
- Good and bad letter styles.
- The Application Form
- The purpose of application forms: standard formats; easy reference.
- Completing the form: the importance of accuracy; honesty; presentation; how to use your CV in conjunction with the application form.