

Course F – CV Development and Interview Practice

Objectives

- ✧ To create an accurate and professional CV in English
- ✧ To learn and practise interview techniques

Target Group

- ✧ Intermediate and Advanced (up to 6 trainees)

Approach

- ✧ Trainees receive guidance to develop and refine a CV in English
- ✧ Review of interview techniques, common questions and key language
- ✧ Structured interview practice and feedback
- ✧ Reference material summarising key techniques and language provided to each trainee

Delivery

- ✧ On client premises
- ✧ Six hours contact time spread over two or three days to allow completion and correction of CV and interview preparation

Price

- ✧ €595 including all materials
- ✧ €70 per additional hour