

PROFESSIONAL JOB APPLICATIONS

1/2 DAY PROGRAM



OVERVIEW

When a hiring manager has a pile of candidate applications to go through, it only takes a few minutes to decide on a short-list.

This workshop equips candidates with the skills to write resumes, cover letters and responses to selection criteria that impress.

During the session participants explore how to structure and edit their written application to create the best impression possible and give them a clear advantage.



OBJECTIVES

- Conduct research into the role, department and organisation
- Answer selection criteria questions with structure and clarity
- Create a professional and flexible resume and cover letter
- Correspond with decision makers in a professional manner

TO BOOK THIS PROGRAM OR DESIGN YOUR OWN...

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