

Crafting CVs and Cover Letters

A well-structured CV and a compelling cover letter are essential tools for securing job interviews. Our “Crafting CVs and Cover Letters” training provides hands-on guidance to help participants tailor their application materials to different industries. Through real-world examples and personalized feedback, participants will learn how to highlight their skills and experiences in a way that stands out to employers.

Outcomes

- **Understand the key elements of an effective CV**
Learn how to structure and format your CV for clarity and impact.
- **Tailor your CV for different roles and industries**
Adapt academic and research experience to fit diverse job markets.
- **Write compelling cover letters**
Develop strategies to craft persuasive cover letters that complement your CV.
- **Avoid common mistakes that weaken applications**
Identify pitfalls and ensure your application materials meet industry expectations.

Format

- four-hour in person training session