

## Make Yours an Interview Winning CV!



**What:** 2 day, practical Course, using IT Suite to create or update CV

(hours 10am–4pm)

**Where:** Various locations across Greenwich, including Woolwich, Eltham, Charlton and Plumstead.

**Who:** Accessible and fully funded for any Greenwich resident, aged 19+

**Why:** So learners leave with an Interview Winning CV

### The Course will cover:

- Understanding what Employers are looking for on a CV
- Knowledge of how Hiring Managers / HR / IT Software, screen CV's
- Identifying key skills, achievements, and knowledge to represent on CV
- Understanding appropriate structures and formats for CV
- Being able to tailor CV for particular roles / industries
- Creating your CV from scratch, or updating / improving your current CV
- Getting guidance, support and feedback on CV

*This course will be running monthly across the Borough. Please call GSS UK Ltd on 020 8665 4297 or Text / WhatsApp us on 07921 036 927 or email [info@globalsolutionservices.co.uk](mailto:info@globalsolutionservices.co.uk) for further information and to book yourself / a customer onto the next convenient course in Greenwich.*