



CV Writing

Why is it so important?

92% of executives say that soft skills are equally important or more important than technical skills.

(LinkedIn Workplace Learning Report, 2018)

Whether you are looking for an internship, work experience, a part-time job or a full-time career, your CV is the first chance you get to make a good impression on a potential employer. In today's increasingly competitive job market, a well-constructed, well-written CV will considerably boost your chance of getting a face-to-face interview, so a professional CV is essential. Make sure you are ready for internships, volunteering and job opportunities ahead of time.

Our CV Writing course will help you to sell yourself by helping you identify your skills and abilities. You will build a great CV and learn how to write a cover letter, adapt your CV to specific sectors and get your CV noticed.

Course Information

- ✓ 100% online
- ✓ Delivered in English
- ✓ Suitable for ages 14-20
- ✓ EtonX certificate

WHAT WILL I LEARN IN THE ETONX CV WRITING COURSE?

ORIENTATION

INTRODUCTORY CLASS

Course Introduction
Getting to know your study group and tutor
Checking your skills

UNIT 1

A WINNING CV

Learning why a CV is important
Understanding what makes a strong CV
Writing a personal profile

UNIT 2

WHAT TO INCLUDE

Identifying your skills and abilities
Describing your qualifications and experiences
Adapting your CV to the opportunity

UNIT 3

SELLING YOURSELF

Ordering information for impact
Learning how to sell your skills
Formatting your CV

UNIT 4

REFINING YOUR CV

Using keywords to strengthen your CV
Adding organisational values to your CV
Learning about common CV errors and
how to avoid them

UNIT 5

WRITING A COVER LETTER

Learning about the differences
between a CV and a cover letter
Conveying enthusiasm in a cover letter
Using your CV as the basis to
complete an application form

UNIT 6

ADVERTISE YOUR CV

Learning about sector and country specifics
Assessing the hidden job market
Knowing where to promote your CV
Presenting your CV