



JOBS & SKILLS CENTRE

A one-stop-shop for career, training and employment services

If you are a business, student, jobseeker or career changer, visit us at the TAFE Jobs and Skills Centre for free advice and information on training and employment.

RESUME WRITING WORKSHOPS

Create a winning application at our free Resume Writing Workshops

This workshop will guide you to achieve a winning structure for your resume. When applying for work an employer's first impression of you is based exclusively on what they see in your resume.

- July 2 and 30
- August 27
- September 24
- October 8
- November 5
- 11am to 12pm
- Peel Jobs & Skills Centre

INTERVIEW SKILLS WORKSHOPS

Let us help you win the interview.

We can assist you to prepare for an interview, develop your job interview techniques and evaluate your performance.

- July 16
- August 13
- September 10
- October 22
- November 19
- 11am to 12pm
- Peel Jobs & Skills C

Register now at the Jobs & Skills Centre.

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About the **Resume Writing Workshop**

This resume workshop will guide you to achieve a winning structure for your resume. When applying for work, an employer's first impression of you is based exclusively on:

“What they see on your resume”

Your resume is the most important tool in your job search.

What will I learn?

A well written resume will convince an employer to invite you for an interview. In this workshop, you will learn how to:

- Adapt your resume to match the advertised position
- Choose a structure that suits your resume
- Summarise your skills, abilities, accomplishments and education
- Summarise your work experience paid, unpaid and volunteer work
- Highlight aspects of your personal life including sports and personal interests.

Result

This workshop will assist you to create a winning resume that will ensure you stand out from others.

About the **Interview Skills Workshop**

This interview workshop will assist you to prepare for an interview, develop your job interview techniques and evaluate your performance. We will discuss:

“Ways to ensure you have a successful interview experience”

Identifying what the role is and how it fits with your skills, career aspirations, professional and personal objectives, beliefs and experiences can be key to winning an interview.

What will I learn?

Finding a job can be challenging and interviews can be stressful. This workshop will assist you to:

- Make a good first impression
- Understand the importance of body language
- Research the organisation
- Prepare your responses
- Plan what to wear
- Create a job portfolio
- Ask the right questions
- Follow up

Result

This workshop will assist you to maximise your potential employment opportunities and win that job interview for your dream job.