

## Resumé Writing and Interview Skills

### Overview:

Today's job market is extremely competitive and primarily the resumé is the first step toward successful job selection. In addition, those who interview well have a significantly greater chance of securing the desired position.

This workshop will assist job seekers to improve their ability to obtain the right position by addressing resumé writing and job interview skills.

Specifically this training will assist you in understanding the:

- Purpose of a resumé
- Structure of a resumé
- Content of a resumé
- Need to specifically develop a resumé, targeted to your next career move
- Interviewing process
- Pitfalls of interviewing
- Format of a behavioural interview

**Designed for:** This course is suitable for all staff members.

**Duration:** 1 day

### Content:

#### Resumé writing

- The purpose of a resumé
- The structure of a resumé
- The content of a resumé

#### Selection

- The interview process
- Rapport building
- The structure of interviews
- Behavioural interview questions
- Planning responses to common interview questions

#### Behavioural interviewing

- Behavioural interviewing
- Behavioural questioning
- Questioning



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