



BLAZE UNLIMITED

JOB SEARCH, RESUMES & APPLICATIONS – ½ DAY

*“Great facilitator,
very informative! I
took a lot of practical
advice away from it.”*

- Are you having trouble identifying suitable career opportunities?
- Does the idea of putting together your resume fill you with dread?
- Do you hate the thought of writing lengthy applications and selection criteria?
- Do you want to make sure that every application you submit presents you in a powerful and positive light?
- Would you like to take the guesswork out of the application process?

If so, then this workshop is for you. This half day workshop focuses exclusively on the job search, resume and application writing process.

In this workshop you will learn about:

- The importance of multiple job search strategies and how to implement them
- The difference between a resume and cv - and why one is better than the other
- How to make your resume stand out in the crowd
- Why achievement statements are so much more powerful than duty statements - and how to write them
- Why ‘positive action verbs’ are essential in every resume
- How and why you need to adjust your resume for every application
- Common resume traps and how to avoid them
- How to analyse a position properly so that your applications are more persuasive
- How to respond to Government selection criteria
- The secret to persuasive covering letters that get interviews

Workshop participants will receive their own workbook allowing them to develop their own application and resumes. Participants also have future access to all course content and activities ensuring that all future applications are winning applications.

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