

CV Writing

Course Factsheet

THIS IS AN ONLINE COURSE - start dates are flexible

Please ignore venue and dates below

Course No: EH8721	Start Date: Monday, June 8, 2020	End Date: Monday, June 8, 2020	Start Time: 13:00	Day Of Week: Mon
Centre: GEARIES		Tutor: Norman Vic		Total Learning Hours: 2.5

How will this course benefit me?

This course will benefit those who are actively looking for a job

What are the entry requirements?

There are no entry requirements; however you will need to have a basic knowledge of computing and a good level of English minimum Level 1.

a computer/laptop/tablet with a fully updated browser (preferably Google Chrome)

an email address

a reliable internet connection

a microphone and preferably a camera

Once you are enrolled on the course, you will receive detailed instructions on how to join the class

What will I learn?

- How to write a CV
- How to write a covering letter

How will the course be delivered?

This course will be delivered online, and will involve tutor presentation and class discussion.

Preparation and homework outside class times is expected/recommended.

How will my learning be assessed?

You will work on a range of tasks through the day and your tutor will provide you with the necessary feedback to improve your skills.

What are the extra costs?

There are no extra costs

What can I progress to next?

You can attend the Work Club at Redbridge Institute

Health and Safety requirements?

There are no known health and safety issues

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. Where possible an alternative class will be offered at a different time/location.
 If you require any further information or advice, please contact our customer service advisers on 02085502398 or email enquiries@redbridge-iae.ac.uk

Where to find us

Centre	Address	Parking
Gearies	Gaysham Avenue, Ilford, IG2 6TD	There is pay and display parking at this centre.
Mildmay Neighbourhood Learning Centre	2-4 Mildmay Road, Ilford, IG1 1DT	There is pay and display parking opposite the centre.
Wanstead House Community Centre	21 The Green, Wanstead, E11 2NT	Parking is very limited at this centre.
Other Centres	Please check with your subject team.	



