

Creating a Dynamite Job Portfolio



The job market continues to change, as does the way we look for work. This **one day workshop** examines the value of presenting yourself as a complete package by using a CV as an introduction to an employer and backing it up with a portfolio presented at the interview. **In order to make the most of this course, participants need to have identified target positions and completed a full skills assessment and goal setting exercise.**

How You Will Benefit

At the end of the workshop you will be able to:

- Learn how to describe yourself using descriptive language
- Explore the essential elements of cover letters and resumes
- Understand the need for pre-employment testing and what to expect in your target market
- Design a personalised portfolio
- Develop a plan that moves you to a new job within 60 days

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

What You Will Cover

- Who are you?
- Writing the CV
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Compliments
- Refining and perfecting
- Dealing with awkward points
- Getting to a new job in 60 days
- Goal setting
- Thank you notes

YES! Enrol me now!

REGISTRATION FORM

Creating a Dynamite Job Portfolio

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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