

English and maths

Writing a CV and Covering Letter

Maybe you are one of the many people who are thinking: 'New Year, New Job'. Or maybe you are ready to apply for a promotion.

What are the entry requirements?

No formal qualifications are required.

Need more information?

You can find out more about Northern College and the courses on offer by calling us on 01226 776000 or emailing us courses@northern.ac.uk

Course description

When we apply for a new job, we are often asked for a CV and covering letter. This is a chance for us to make a good first impression. If you don't currently have a CV or feel as though the one you have needs re-working, join us on this course to find out how you can improve your chances of success in the job market.

What can this course lead to?

Other courses that compliment this one are:

'Interview and Presentation Skills' and 'Improve Your Communication Skills for Life and Work'

Want to learn more?

You can find out more about Northern College and the courses on offer at one of our Open Events [<https://www.northern.ac.uk/open-events/>]

Location

1-Onsite

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