

If you want to join in or know more, contact  
Jemma or Jo.

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Free support is available to those in the  
Liskeard area who are not currently in paid  
employment.

**The Learning Partnership**

FOR CORNWALL & THE ISLES OF SCILLY

*Promoting Lifelong Learning*



Together   
for Families



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Keep Learning

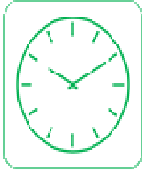
# YOUR FUTURE

Your Future matters is a unique online course where you'll be working one to one with our tutor to create a CV that reflects your suitability to a potential employer

We will be working with you to create a skills profile that accurately reflects the personal and professional skills necessary to get your CV noticed

We will also be looking at the best way to tailor your CV for the local jobs' market, and ways to adapt your CV for any specific jobs vacancy

We will also be looking at using your CV as a template for filling in a job application form



## THE COURSE

The course is undertaken over the telephone, or online on Zoom, and comprises of four, one hour sessions where one of our tutors will be working with you to create a CV that best reflects what you have to offer to the increasingly competitive jobs market.

The sessions are based on the assumption that you do not have an up to date CV. We will be creating a covering letter that compliments your CV, as well as completing an application form.

Throughout the course we will be focusing on using the information that will best highlight your personal achievements and goals. These will be incorporated into the standard CV framework making it easy for any potential employer to see how you are suited for the job.



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## YOUR FUTURE

### OVERVIEW OF COURSE

- Introduction to what is appropriate information to put into your CV
- Using our CV Builder tool to create a framework from which we can construct your CV
- Creating a 'personal timeline' that details your employment or voluntary history
- Creating an accurate and professional/ personal profile which concisely details your individual suitability for a specific job role
- An overview of how to use your CV as a basis for composing a covering letter
- Links to relevant websites detailing how best to prepare yourself for a job interview
- Insight into the local jobs' market and how best to approach local employers using your CV as a means of sparking their interest