



## Writing Effective Resumes

### Aim

Often referred to as CV or curriculum vitae, this personal history book provides the employment story for the potential employer. Industry recognized trainers take you through the steps to develop a professional skills based resume.

### Agenda

- The structure that sells your history
- What you need to include
- What is unnecessary in your resume
- Identifying your skills and how to transfer these to the desired job role
- Identifying effective formats
- The little things that make your resume stand out

### Resources

- A workbook,
- Practical exercises
- Sample resume format
- A CD of the resume format

### Length

1½ Day Workshop

### Location

First Floor, 186 Hutt Street,  
Adelaide SA, 5000

Or In-House For Staff Development

### Pre-requisite

None

### Class Size

8-12 per class

### Trainers

Catherine Logue  
Monica Magann

### Dates

By Appointment



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