

# CV WRITING AND INTERVIEW TECHNIQUES

Non-Credit Bearing

***Mastering the job application process...  
from crafting a professional CV to acing your interview***

Changing jobs is one of life's most stressful experiences. Yet, most of us will face it at some point. Whether you're aiming for a career move, looking for your first job, or re-entering the workforce, the key to success lies in how well you present yourself - on paper and in person.

This course will equip you with the skills to craft a professional CV, submit strong job applications, and perform confidently in interviews.

With practical guidance and expert insights, you will learn how to stand out in a competitive job market and increase your chances of securing your ideal role.

## **WHO SHOULD ATTEND**

- Anyone applying for jobs and seeking to improve their CV and interview skills
- Professionals in the early stages of their careers or those returning to the workforce
- Individuals who are out of practice and need to update their job-seeking skills
- Graduates preparing for their first job application and interview

## **HOW YOU WILL BENEFIT**

- Prepare a professional CV that differentiates you from other candidates
- Improve your chances of being selected for interviews
- Apply best-practice techniques to approach interviews with confidence
- Identify what recruiters are looking for by researching organisations effectively
- Anticipate common interview questions and develop effective responses
- Gain a clearer understanding of your strengths, skills, and key selling points

*One-day course 08:30 - 16:00*

*Tel: (031) 267 1229*

*[sales@kznbtcc.co.za](mailto:sales@kznbtcc.co.za) / [www.kznbusinessstraining.co.za](http://www.kznbusinessstraining.co.za)*

## **WHAT WILL BE COVERED**

### **Preparing a professional CV**

- Planning your CV: Key elements and structure
- What to include: Essential details for impact
- Designing your CV: Formatting, writing style, and length
- Crafting a compelling profile summary
- Writing about work experience, skills, and achievements
- CV format: Choosing the right style for your industry
- Organising your CV for readability and relevance
- Writing an effective cover letter: Key principles and structure
- Useful resources for generating professional CVs

### **Preparing and submitting a job application**

- Gathering relevant documentation
- Composing professional job application emails
- Writing a strong subject line for your application
- Selecting and attaching the right supporting documents

### **How to succeed in interviews**

- General guiding principles for interview success
- Preparing for the interview: Researching the company and role
- Documents to take to the interview
- Techniques to stay calm and confident
- Preparing for different types of interviews
- Anticipating and answering common interview questions
- Handling behavioural and situational questions
- Questions applicants should ask to demonstrate engagement
- Ending the interview professionally and leaving a strong impression
- Following up after the interview

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