

Quest

“You’re Hired!”

CV Writing and Job Interview Techniques

4 Weeks, FREE

Looking to refresh your CV and job interview techniques? We have a course that will meet all your needs. Both employed and unemployed welcome.



Week 1	Writing Good CVs & Cover letters
Week 2	Write your CV & cover letter with the help of an IT Trainer.
Week 3	Review CVs & look at Interview Techniques
Week 4	Mock Interviews

This course is run in partnership with
Skills Development Scotland



Venue	Times	Start Date
Alexandria Library	2.00 pm – 4.00 pm	Wednesday 25 th January
Dalmuir Library	1.30 pm – 3.30 pm	Wednesday 22 nd February

Further information and booking forms are available in all libraries and on-line at <http://libraryonline.west-dunbarton.gov.uk>
Or give the Quest Team a call on 01389 772132