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WORKSHOP: TARGET YOUR CV AND COVER LETTER

Developing a CV and a cover letter that work together to enhance a job application

INSTRUCTOR:

Dr. Lynne Ronesi

REQUIREMENTS:

Read FAQ at the end of the document

PRICE:

Refer to our website for up-to-date pricing

DURATION:

4 Sessions over 2 Units. 3 hours per Session.

OUTLINE:

THIS WORKSHOP FEATURES 2 UNITS. YOU CAN TAKE THEM SEPARATELY OR TOGETHER.

- UNIT 1: TARGET YOUR CV
 - SESSION 1 – BRAINSTORM AND ORGANIZE:
 - Evaluating current CV (if applicable)
 - Selecting a viable organization of CV based on client's situation
 - Brainstorming and describing relevant employment, education, and personal experience
 - Organizing data into a clear and appealing layout
 - SESSION 2 – PROOFREAD AND REVISE:
 - Reviewing first drafts of CV
 - Revising CV based on peer and trainer feedback
 - Proofreading for inconsistencies, grammar mistakes, redundancies, lack of clarity
 - Revising CV based on proofreading

○ UNIT 2: TARGET YOUR COVER LETTER

○ SESSION 1 – BRAINSTORM AND ORGANIZE:

- Becoming familiar with cover letter conventions and its complementary role to the CV
- Determining which information should be highlighted in the cover letter
- Brainstorming details and descriptive language

○ SESSION 2 – PROOFREAD AND REVISE:

- Reviewing first drafts of the cover letter for content and congruency with CV
- Revising cover-letter content based on peer and trainer feedback
- Proofreading for inconsistencies, grammar mistakes, redundancies, lack of clarity
- Revising cover letter based on proofreading

YOU WILL LEARN TO:

- write clear and specific descriptions of employment, education, and personal experience
- strategize a logical organization and an appealing layout for the CV
- consider employer audience in selecting appropriate information for CV and cover letter
- create a cover letter that supports and enhances a CV for a promising job

ABOUT THIS WORKSHOP:

A WELL-CRAFTED CV AND COVER LETTER GIVE APPLICANTS AN EDGE IN THE HIRING PROCESS

This workshop helps you create a CV and / or a cover letter that will enhance your application for a desired position. We help you to generate well-articulated descriptions of employment history, education, and personal experience relevant to your desired position. Then, we work on distributing that information within a well-organized CV and / or a cover letter, making both easy to read and professional-looking.

FAQs:

Who is this workshop meant for?

- This workshop is meant for anyone who requires a new CV; a clearer or updated version of a current CV; a cover letter that enhances the prospects for a desired position: fresh graduates or graduates-to-be hoping to market their skills effectively; seasoned professionals seeking another position, promotion, or career change.
- This workshop will teach you how to develop a CV and / or cover letter for a specific position or requirement.

Can I register for only one of the Units?

- You can register for the units separately or together. However, we highly recommend you take both units together, as that will ensure your CV is appropriately developed to fully benefit from Unit 2.

Where will the workshop be held?

- **If you choose the in-person option when registering**, the workshop will be held at the Co-DUBAI (<https://coworkingpopup.co>), 532 Sahaa Offices B, Souk Al Bahar, Downtown Dubai (next to Dubai Mall)
 - The Co-DUBAI is accessible by public transportation. Also, parking is available in the Souk Al Bahar parking lot, entrance on Sheikh Mohammed bin Rashid Boulevard.
- **If you choose the online option when registering**, you will be emailed instructions for accessing the online instructional platform.
- Should COVID 19 restrictions grow stricter in the future, we are prepared to use online-only platforms for training and will notify registrants for in-person workshops through email prior to the commencement of any such training.

Which is better: Online or In-Person?

- We highly recommend you choose the in-person option. Why?
 - Our four-person maximum per session permits social distancing.
 - Interacting with classmates prompts creativity.
 - In-person engagement with the instructor facilitates understanding.

If I choose to register for the workshop in-person, are there any special requirements to attend this workshop? Do I need to bring my own laptop / computer?

- Students attending in-person workshops should bring their own laptops with Microsoft Office installed. Also, if you like to brainstorm using paper and pen / pencil, bring those along.
 - If you are unable to bring a laptop, please let us know in advance. Use our “Contact Us” form and choose “Training Inquiry” in the dropdown subject menu and provide your request for use of a computer along with your name and the session you have registered for. We will arrange a computer for your in-class work. Please, then, bring an external hard drive or USB to save your work.
- Similarly, students attending online workshops will need a computer with Microsoft Office installed and a stable internet connection.

How can I best prepare for the workshop?

- This workshop will be most effective if you come prepared with knowledge about 1) the position requirements in terms of prior education and experience; 2) the position description and the position's role in the organization; and 3) the goals and culture of the employer or organization – their product or services, their representation on their website or on social media in terms of their values, and their status in their industry. This knowledge will be valuable in evaluating employer focus and generating relevant information for the CV and/ or cover letter.

Will I be supplied with any support material upon completion of this workshop?

- Depending on how much you accomplish during Session One activities, you may need to spend a bit of time after Session One ends to complete a first draft of the CV or the cover letter to bring to Session Two for feedback, review, further development, and proofreading.