

# Get a job – CVs, cover Letters and Interviewing Programme

1. Understanding job advertisements;
2. Writing a CV database
3. Writing a cover letter/email and correspondence;
4. Face-to-face and telephone interviewing (general and skill-based);
5. Aftermath and follow-up

The programme includes exercises of Listening, Speaking, Reading and Writing, Remedial Grammar and Business/Technical Vocabulary.

Students are expected to prepare a CV and cover letter according to the guidelines given and have a mock-interview as final assessment of the course.

Timetable: 30h