



**Office & Training Solutions Ltd**  
**Momentum Works,**  
**9 Orchard Court, Leitrim Village, Co Leitrim,**  
**Mobile: 086 3807802**

**(e) [orla@ots.ie](mailto:orla@ots.ie)**

### **Curriculum Vitae & Interview Preparation**

#### **Programme Aim:**

Understand the critical steps required to develop comprehensive Curriculum Vitae and effectively prepare for interview to enable successful securing of fitting employment

#### **Programme Objectives:**

- Identify job search avenues
- Develop an impressive and concise CV to enable success at short listing stage
- Examine application form completion
- Highlight selection phases to include assessment centres & telephone interviews
- Raise awareness of the impression individuals make at interview
- Investigate different types of interview questions and effective handling strategies
- Explore ways of using rejection to feed success
- Practice the learning gained

#### **Programme Training Plan:**

- Developing individual CVs
- Completing Application Forms
- Self Analysis & confidence building
- Interview Preparation
- Coping with interviews
- Dressing for Interview
- Interview questions
- Practice interviews
- Handling rejection positively

**Target Trainee Profile**

Suitable for all employees and potential employees at all levels and can be tailored to specific groups of individuals

**Training Approach**

Tutor input

Group exercises and discussions

Customized practice sessions

**Training Duration**

This course is delivered over 1 day with unlimited follow up email and/or phone support

***Note: this delivery can be tailored and split into 2 half days i.e. first half day covering completing application forms/CVs & the second half day covering preparing for the interview***