



CV WRITING

A detailed overview of our CV Writing course, how it works and what you can expect to achieve.

WHY SHOULD I TAKE THIS COURSE?

Whether you are looking for an internship, work experience, a part-time job or a full-time career, your CV is the first chance you get to make a good impression on a potential employer. In today's increasingly competitive job market, a well-constructed, well-written CV will considerably **boost your chance of getting a face-to-face interview**, so a professional CV is essential. Make sure you are ready for internships, volunteering and job opportunities ahead of time.

Our CV Writing course will help you to **sell yourself** by helping you identify your skills and abilities. You will **build a great CV** and learn how to **write a cover letter**, adapt your CV to specific sectors and **get your CV noticed**.

Each week you will meet your classmates online in our virtual classroom to work together on building a CV. Before class each week you will complete self-study activities. These include analysing sample CVs and **watching videos with advice from career experts and employers**. By the end of the course, you will have built your own CV and drafted a cover letter you can use for future applications.

This course is right for you if you are aged 14- 20 and you want to write your first CV, want to improve a CV you have already written or adapt your CV and cover letter to specific opportunities.

BY THE END OF THE COURSE, YOU WILL BE ABLE TO:

- ① Understand the employer's perspective
- ① Know what to include and how best to describe your qualifications and experience
- ① Format, order and style your CV so it stands out
- ① Identify any gaps and check for errors
- ① Write an effective cover letter to complement your CV
- ① Continue developing your CV
- ① Promote your CV online



WHO WILL I BE IN A STUDY GROUP WITH?

You will be learning with up to seven other students from around the world. They will be your age, or one to two years younger or older than you. They will all speak English as a second language and be motivated to improve themselves.

This course is for students who want to create an impressive and professional CV that stands out. Students on this course might be working to a specific goal, such as applying for an internship or job.

Your fellow study group learners could be from anywhere in the world, so you will get the opportunity to meet and communicate with people you wouldn't normally have the chance to. You will see each other for an hour every week in the EtonX virtual classroom along with your EtonX tutor.

WHAT WILL I LEARN IN THE ETONX CV WRITING COURSE?

ORIENTATION:

INTRODUCTORY CLASS

Course Introduction
Getting to know your study group and tutor
Checking your skills

WEEK 1:

A WINNING CV

Learning why a CV is important
Understanding what makes a strong CV
Writing a personal profile

WEEK 2:

WHAT TO INCLUDE

Identifying your skills and abilities
Describing your qualifications and experiences
Adapting your CV to the opportunity

WEEK 3:

SELLING YOURSELF

Ordering information for impact
Learning how to sell your skills
Formatting your CV

WEEK 4:

REFINING YOUR CV

Using keywords to strengthen your CV
Adding organisational values to your CV
Learning about common CV errors and how to avoid them

WEEK 5:

WRITING A COVER LETTER

Learning about the differences between a CV and a cover letter
Conveying enthusiasm in a cover letter
Using your CV as the basis to complete an application form

WEEK 6:

ADVERTISE YOUR CV

Learning about sector and country specifics
Assessing the hidden job market
Knowing where to promote your CV
Presenting your CV

HOW DOES THE COURSE WORK?

The course lasts for seven weeks in total. You will need to commit about 2 hours of your time each week for self-study tasks and the live online group class. Each week will be unlocked at the end of each group class session.



Personal Development Plan

At the end of the course your students will create personal development plans using SMART goals.

Assessment

Students fulfilling the following criteria will receive an EtonX certificate signed by their Course Director at Eton College:

- Attend all their online lessons in the virtual classroom with their study group
- Engage in all course discussion forums and peer learning activities
- Pass the end-of-course online knowledge test
- Pass the final assignment task which is graded by their EtonX tutor

Depending on the level of their performance in the above areas, students will be awarded a Pass, Merit or Distinction.

WHAT ARE THE NEXT STEPS?

Visit our website for more information on how we can work with your school at
www.etonx.com

Talk to us about how we can support your school at
hello@etonx.com

HAVE MORE QUESTIONS?

w: www.etonx.com e: hello@etonx.com t: +44(0)20 3861 8528



www.etonx.com