



# CV WORKSHOP

Whether you are writing your first CV or updating your existing one, you may have questions about what to include, how to word your CV and how to lay it out.

**Tribal are holding a Free CV Workshop  
on Wednesday 25<sup>th</sup> April 2012  
10.00am – 1.00pm  
in Bournemouth Library, The Triangle**

The workshop will help you to develop your CV and will include information and advice on

- Styles and layouts of CVs • Personal Profiles
- Dos and don'ts of CVs • Covering letters

Our careers advisers can also give you free information and advice to help you make the right choices about learning and work. We can help you:

- Search and apply for jobs
- Identify your key strengths and skills
- Understand the local job market
- With interview and presentation skills
- Search for courses and training schemes
- Find funding to support any learning
- To explore your career options,
- With ways to get ahead in your current job

*The service is available to all adults 19 and over living in Dorset.*

**To book a place or for more information please call  
Holly 07500 092661, Sarah 07500 092669 or Michele 01202 851140**