



# 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 9<sup>th</sup> May 2012  
9.30am – 12.30pm  
in Winton Library**

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 with:

- Job searching
- Assessing your skills
- Interview and presentation skills
- Choosing what you want to learn and where you can study
- Help to find funding for your course if you are eligible
- In depth support on career change, course choices or your own work related query.

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 851143**