

RESUME WRITING, INTERVIEW SKILLS AND JOB SEARCHING WORKSHOP

Tuesday 25 November 2014 9.00 am – 12.00 pm

As University and TAFE draws to a close for the end of 2014, many of you will be thinking about looking for work. It can be a daunting process applying for a job, so we have created a workshop designed to give you some additional support.

This half day workshop will assist students in developing a resume that will put them in good stead when looking for employment. In addition, participants will receive assistance with addressing selection criteria, writing a cover letter that will stand out from the crowd, advice on how to get an interview and some tips on interview techniques.

ECollaboration have been helping students in South East Queensland find employment for over 10 years. We do this by providing work placement and volunteering opportunities. During students placements, we spend time with each student, assisting them develop their CV's and incorporating their practical experience they have gained during their placement, into their resume's.

ECollaboration is a not for profit environmental organisation, however the tips and techniques used in this workshop can be applied to any industry, therefore this workshop is not aimed primarily at Environmental Science students. Everyone is welcome.

During the workshop, students will:

- Discover how to write a dynamic resume
- Learn how to prepare a customised cover letter that will get employer's attention;
- Find out how to respond effectively to selection criteria in job applications;
- Learn how to prepare for interviews
- Learn strategies for responding to behavioural-based interview questions; and
- Learn how to conduct an effective job search and access the hidden job market.

Bring your laptops or ipads and work on your CV during the session, this ensures you don't miss out on any important information and you can make better use of the professionals who will be present to help you.

Numbers are limited. Cost \$20 pp includes morning tea
at Maroochy Waterwatch's Offices, Donaldson Rd, Nambour
Register by contacting Jacqui via email at jacqui@ecollaboration.org.au or on (07) 54764777.