

How to create an outstanding CV



**WHITEHORSE
BUSINESS GROUP** INC

Our business is helping your business

Employers usually make a split-second decision about whether to contact you when they first see your resume. It is essential to create a resume that makes a great first impression.

Deakin TALENT, Box Hill Institute & Adecco Blackburn will provide us with FREE advice on how to write an outstanding CV. They will be covering the following topics:

- Resume structure (required and optional components)
- Resume basics Dos and Don'ts
- Tailoring the resume for each application
- Tailoring the Career Objective/Professional Summary in your resume
- Skill shortages
- Looking at your skill set with a new perspective
- Quick training options - certificate level courses

Fri 8th June 2018

Venue: Box Hill Town Hall
1022 Whitehorse Rd Box Hill

Start: 10:00am – 12:00pm
Light refreshments
will be provided

Presenters:

Box Hill Institute, Deakin TALENT
& Adecco Blackburn

Join us for this FREE session and gain some insights from experts.

**Places are limited, please book your FREE ticket by visiting
www.whitehorsebusinessgroup.com.au**



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