Skills for Life and Work

Introduction to Writing a CV

Campus: Rotherham College
Code: R28AC06
Type: Part Time

The aim of this two-day workshop is to support (unemployed) adults in developing the practical skills, knowledge, and confidence needed to present themselves effectively in today's job market.

You will learn how to create a professional, well-structured CV that accurately reflects your abilities and is tailored to the requirements of specific job roles and sectors.

About This Course

- Understand the purpose and function of a CV.
- Identify different CV formats and select the most appropriate style.
- Recognise employer expectations and recruitment practices.
- Identify transferable skills gained through work, volunteering, education, and life experience.
- Create or update a professional CV tailored to specific job opportunities.

Tuition Fees

Those aged 19 or over may not need to pay fees depending on their circumstances. Find out if you qualify for help with your fees [https://www.rotherham.ac.uk/course-fees/] .

If you need further advice or guidance please contact the Enquiries Team on **01709 362111.**

Additional Information

This course will be available at various venues across the borough.

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2026-27. However, we do reserve the right to make changes if necessary.

Last updated: 25th November 2026