

Skills for Life and Work

Introduction to Writing a CV

Campus: Rotherham College

Code: R28AC06

Type: Part Time

- 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.

About This Course

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.

How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information support with your enquiry or application please contact Student Services by emailing info@rotherham.ac.uk or by calling **01709 362111**.

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**.

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.

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