

The background of the entire page is a photograph of a group of people in a meeting. A woman with long brown hair is in the foreground, smiling broadly and looking towards the left. Behind her, a man with dark curly hair is also smiling. In the bottom left, another person's hands are visible, resting on a table with papers and a pen. The image is overlaid with geometric shapes: a large grey triangle pointing right, and two horizontal orange bars. A white diagonal line runs from the top left to the bottom right.

INCREASE YOUR **EMPLOYABILITY** TRAINING

ENROL NOW

www.front-line.co.nz 0800 287 754



INCREASE YOUR EMPLOYABILITY

1 DAY COURSE

No matter what age, applying for a new job can be a daunting and often overwhelming process without the support on where to start. Join our 1 day course where we will equip you with simple yet valuable information to help maximise your employability and confidence within today's job market. Throughout the day we will coach you on what to include in your CV, how to create an engaging cover letter and tips on how to make that memorable first impression with a prospective employer.



Entry Requirements

- Designed for little or no experience in this field
- Enthusiasm to learn



Course Content

- Creating CVs and cover letters
- Different interview styles and common questions
- Understanding the value of networking
- Personal presentation and ethics
- Employment contracts
- Meet employers looking for employees



Investment

- 9am – 3pm at Front-Line Training
- A digital certificate upon completion
- Tea and coffee provided

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or for more information



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