



JOB WINNING RESUME SUCCESS FORMULA

About The Training

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. It can also help you determine what information should be included as it also goes a step further to help you realise what pitfalls to avoid when creating this powerful, job-searching tool.

Course Objectives

- To polish your resume.
- Can summarise ways to bolster your resume appropriately.
- To demonstrate an ability to target the resume to the presenting purpose.
- Can produce a resume that describes your education, skills, experiences and measurable achievements with proper grammar, format and brevity.



**SBL Khas
Claimable**