



## Develop your Workskills

Looking for work but struggle with applications? This course will give you the skills to apply for that ideal job.

Duration: 1 Year

Course Code: UXPPKC20

Start Date: Mon 27 April 2020

Weeks: 7

Time: 09:00 - 11:00

## Overview

This course will help you develop the basic skills needed to apply for job vacancies. This includes:

- How to create a CV
- Writing application letters or emails
- Writing a covering letter
- Set up accounts on job websites
- Fill in your Job Centre work plans

\* Fee remission available on this course