



Resumé and Interview Skills for Employment

COVID-19
UNEMPLOYMENT
SUPPORT

SMALL GROUPS
10 PEOPLE
OR LESS

FREE ONE-DAY
WORKSHOP

Have you become unemployed as a result of the COVID-19 pandemic?
If so, are you considering transitioning to a different job or industry?

Renewal SA's Works Program is offering FREE, one-day workshops aimed at helping you update your resumé, identify your transferable skills and prepare for interview. Changing careers and preparing for interviews following a job loss is never easy – however, our workshop will prepare you to feel stress-free and organised when meeting your future employer.

ABOUT THE WORKSHOP

These workshops have been subsidised by Renewal SA's Works Program at **no cost to participants**.

Resumé and Interview Skills for Employment workshop topics include:

- ▼ The purpose of a resumé and interview
- ▼ Formatting a professional resumé
- ▼ Sourcing and preparing your referees
- ▼ Identifying your transferable skills
- ▼ Recognising your 'point of difference' – what makes you special
- ▼ Preparing for and presenting yourself at interview
- ▼ Questions to ask the interview panel.

ELIGIBILITY CRITERIA

This workshop is available to people who have become unemployed due to the COVID-19 pandemic.

Please note: it is assumed that all participants will have the skills and means to use Microsoft word to update their own resumé.

WHAT'S INCLUDED

Participants will receive take away workshop materials, including resumé and pre-interview checklists.

Lunch will be provided – let Jen know of any dietary requirements when registering.

WHEN AND WHERE

These one-day workshops run 9.30 am – 4.30 pm Wednesdays in the areas listed below.

- ▼ Munno Para 29 July 2020
- ▼ Port Adelaide 5 August 2020
- ▼ Mile End 12 August 2020
- ▼ Brompton 26 August 2020

REGISTER NOW

Be quick – spaces are limited to 10 people per workshop!

Contact Jennifer Miron:

P 0438 951 897

E jennifer.miron@sa.gov.au

PROUDLY SUPPORTED BY