

Get the appropriate job application tools

GENERAL OBJECTIVE OF THE TRAINING

Achieve successful job application documents.

CURRICULUM

Get an impressive resume

- Find out the appropriate template.
- Stand out from competitors.
- Think outside the box and meet the standards.
- Upgrade your training and / or experience.

Hit the mark with your cover letter

- Gather information data necessary to your tailored letter.
- Work on a clear and concise structure.
- Customize the content.
- Avoid common mistakes.

Build up social and professional networks

- Get the appropriate digital tools.
- Create your career profile on the most appropriate networks.
- Figure out and prioritize the best information.
- Get the right communication strategy.

Organize your job-seeking

- Pinpoint recruiting companies within your area of expertise.
- Itemize key insights on target companies.
- Create an application letter monitoring tool.
- Manage returns and reminders.

PUBLIC CONCERNED

Anyone looking for a job.

PREREQUISITE

No specific degree, qualification or certificate is required.

TERMS AND CONDITIONS

Inter-company training.

Organisation : minimum of 4 and maximum of 8 applicants.

Delivery method : online.

Language : French

Term : 7 hours (over one day)

Dates : Please contact us.

Fee (any public): 600 € (excl VAT) per applicant.

Accessibility: online training, accessible to the disabled.

Set time limit after registration : 1 month.

Teaching resources : both theory and practice through social networks.

Assessment : continuous assessment with tests and quizzes.