



STUDY365
.co.uk

Certificate in CV Writing and Interview Skills

CPD Accredited



Boost your skills with the best online courses

HOTLINE 0203 874 9355



ABOUT US

We are one of the world's best online platforms, offering courses in everything from office administration, to accounting, to yoga - and much more. All of our 1000+ courses are taught by an expert teacher, and because every course is on-demand students can learn at their own pace, in their own time and on any device.

OUR MISSION

The mission of Study365 is to provide industry relevant higher education to a diverse student population through innovative technology and experience teachers, enabling you to pursue personal and professional goals.

OUR VISION

We hope to innovate online education on a global scale, and to be recognized as instrumental in the web application of instructional technologies which facilitate a new generation of e-learning and e-teaching.

OUR PROCESS

We believe that online learning is the future, and as such, we are fully online. Providing outstanding resources to our learners straight to their laptop or device. We help students everywhere to achieve excellence.



Get Certified

You'll be assessed by Study 365 on completion of your modules. In most cases you'll be graded instantly, so there is no frustrating waiting around to find out your grade. Depending on the course, you might also be assessed in a real working environment. Successful students will gain relevant certification, many of which are recognised by professional institutions.



Excellent Value for Money

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Go at your own Pace

Life can be hectic, we get that, so we won't pressure you to go at a pace that's uncomfortable for you. To us whether you're zooming through the modules, or taking the scenic route, it's all good. The beauty of studying with Study 365 is that you can set the pace, learn in the comfort of your own home, and even take us with you on holiday!



Expert Tutor Support

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Certificate in CV Writing and Interview Skills

About the course

OVERVIEW

To an employer, you're only as good as your CV

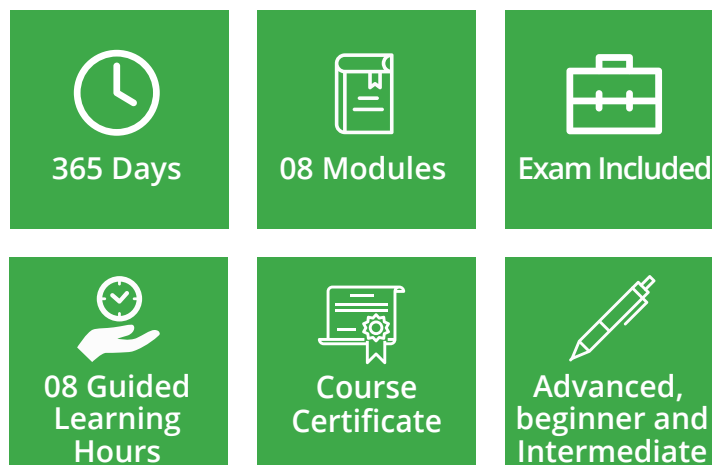
Make sure you get the interviews you want with Study 365. This CV Writing and Interview Skills course will make sure that you're prepared!

A CV is your chance to show an employer what you've got, so we've designed a course that will give you comprehensive guidance on CV writing, so you can get the job you want. This course will introduce learners to the process of creating a CV, give guidance on the suitable styles and layouts, identify how the information should be presented and give an insight into the employer's perspective.

Not only that, we will guide you through the interview process. Many candidates fail to prepare and end up falling flat in an interview situation. This interview skills training online course is proven to work. You will be fully prepared, you will have a really good idea of the questions they will ask and best of all you will be able to answer confidently and successfully. With this online course, you will know where you're going wrong and receive training to overcome them.

Learning with Study 365 has many advantages. The course material is delivered straight to you and can be adapted to fit in with your lifestyle. It is created by experts within the industry, meaning you are receiving accurate information, which is up-to-date and easy to understand.

This course is comprised of professionally narrated e-Learning modules, interactive quizzes, tests, and exams. All delivered through a system that you will have access to 24 hours a day, 7 days a week for 365 days (12 months).



Who is it for?

This course is suitable for anyone of any experience level.

Course Duration:

You will have 12 Months access to your online study platform from the date you purchased the course. The course is self-paced so you decide how fast or slow the training goes. You can complete the course in stages revisiting the training at any time.

Certification:

Successful candidates will be awarded a certificate for "Effective CV Writing and Interview Skills".

Course Description:

This online training course is comprehensive and is designed to cover the key topics listed under the curriculum. This course has been designed for 8 guided learning hours.

Method of Assessment:

At the end of the course, learners will take an online multiple choice question assessment test. The online test is marked straight away, so you will know immediately if you have passed the course.

Entry Requirement:

Learners must be age 16 or over and should have a basic understanding of the English Language, numeracy, literacy, and ICT.



The World's Favourite Online Educator

Learn in the comfort of your own home with Study365. The best online education, all in one place.

Course Curriculum

CV Writing

- 1 Writing a Resume (CV)
- 2 How to Write Effective Resume & Covering Letter
- 3 Design a Resume (CV)
- 4 Making Recruiter Come to You

Interview Skills

- 1 ACTING YOUR INTERVIEW
- 2 BUILDING RAPPORT IN AN INTERVIEW
- 3 MASTER COMMON INTERVIEW QUESTIONS
- 4 ANSWER REMOTE JOB INTERVIEW QUESTIONS




Accrediting Bodies



Accredited Certificate

BRIT ACADEMY FOR TRAINING Certificate Code:67081-99901-59311

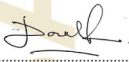
 **STUDY365**
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Diploma in Business Accounting



AWARD TO
Luke Wills


WHO HAS SUCCESSFULLY COMPLETED CPD & IAP ACCREDITED PROGRAMME AT BRIT ACADEMY FOR TRAINING

Awarded Date:August 19,2017


DAVID GRIFFIN
HEAD OF EXAMINATION


RUSHAN ARACHHIGE
DIRECTOR OF STUDIES


 **iAP**
where people get qualified

 **CPD**
MEMBER
The CPD Certification Service

UKRLP UK Register
of Learning
Providers

Effective Lessons

All lessons have been designed by experienced instructors with interactive teaching techniques.

Go at Your Own Pace

Complete the course in 2 days or two years - it is completely your decision.

Quality Study Materials

An easy to understand yet detailed course syllabus.

Gain a Qualification

End of course test and certificate.



Tutor Support

Experienced tutors on hand to offer you support and guidance by email



Fully Verifiable Diploma

Any future employers can validate your qualification via our website
24/7



12 Months Access

You will have access to the course and all update for life.

**Our online courses are extremely popular. Book today to secure your place
and take the first step to rewarding new career**

FAQs

✓ Who can take this course?

Anyone who has an interest in working in this field is encouraged to take the course. There are no entry requirements to take the course.

✓ What is the structure of the course?

The course is broken down in to modules. Each module takes between 10 and 60 minutes on average to study. Although you are free to spend as much or as little time as you feel necessary on each module, simply log in and out of the course at your convenience.

✓ Is there a test at the end of the course?

Once you have completed all modules there are multiple choice questions test. The questions will be on a range of topics found within the modules. The test, like the course, is online and can be taken a time and location of your choosing.

✓ What is the pass mark for final the test?

The pass mark for the test is 65%

✓ What happens if I fail the test?

If you don't pass the test first time you will get a second opportunity to take the test again after further study.

✓ When will I receive my certificate

Once you have completed your test you can log in to your account and download and print your e-certificate any time you need it. If you would prefer us to post you a printed certificate, there will be an admin charge of £29

✓ How can I pay?

We use PayPal for all payments on the site. You can either use your Visa, MasterCard, American Express, Solo cards or PayPal account to pay for the online course. All payments are handled securely by PayPal. We also accept bank transfer (BACs). Please contact us for more information about this

✓ Is my payment secure?

As previously mentioned your payment is totally secure. We don't get to see your payment details



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