

CV Writing Skills

CV Writing Skills - Online
Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



The CPD Certification
Service

Collective Mark

OVERVIEW

Welcome to The Mandatory Training Group's online CV Writing Skills training course for all sectors.

A curriculum vitae (CV) is a marketing document that gives a summary of a job seekers career history, academic qualifications and also explains their future potential. Indeed, the phrase ' curriculum vitae' is Latin for 'the story of your life'. It is also occasionally known as a resume, although this term is more commonly used in America.

A completed CV aims to impress recruiters and is sent as an application to jobs adverts or as a speculative approach to prospective companies.

CV Writing Skills – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 2 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This CV Writing Skills eLearning course should be completed by professionals from all sectors looking to improve their career and maximise their potential opportunities. This online CV Writing Skills training course can be taken as a standalone CPD course. This online CV Writing Skills training course covers the main points relating to writing a professional CV and enhancing your job and career prospects.

Course aims

This CV Writing Skills e-learning course was developed to help individuals improve their Curriculum Vitae and improve their potential job prospects.

Learning outcomes

On completion of this online CV Writing Skills training course, the learner will:

- ◆ Know what a CV is,
- ◆ Know when to use a CV,
- ◆ Know how to develop a skills-based CV,
- ◆ Identify different ways of writing a CV
- ◆ Know how to target your CV for the role,
- ◆ Understand which parts of the CV employers look at,
- ◆ Know which personal details to include in a CV,
- ◆ Understand the importance of choosing a sensible email address,
- ◆ Know which educational and professional qualifications to include,
- ◆ Know the importance of including relevant work experience,
- ◆ Know why it is essential to include your interests and achievements,
- ◆ Know pertinent other skills to include in your CV,
- ◆ Understand how best to present your CV,
- ◆ Know the critical mistakes to avoid,
- ◆ Know how long our CV should be,
- ◆ Know the best font to use for your CV,
- ◆ Know the importance of understanding the job description,
- ◆ Know why it is essential to tailor your CV to the role,
- ◆ Understand why it is vital to highlight your critical skills,
- ◆ Understand why it is necessary to make the most of your interests,
- ◆ Understand the importance of including references to your CV, and
- ◆ Know why it is essential to update your CV.

What is covered in this course?

This online CV Writing Skills training course covers the following:

- What is a CV?
- When should you use a CV?
- Chronological CV
- Skills-based CV
- What is the best way to write a CV?
- Targeting your CV to the job role
- Getting the basics right
- Which parts do employers look for in a CV?
- Which personal details to include in a CV
- Choosing a sensible email address
- Education and professional qualifications
- Work experience
- Your interests and achievements
- Other skills to include in a CV
- Presenting your CV
- Key mistakes to avoid
- How long should a CV be?
- Making adjustments
- Selecting an appropriate font
- Font size
- Understanding the job description
- Tailoring your CV to the role
- Highlighting your key skills
- Making the most of your interests
- Highlighting your experience
- Should references be added to a CV?
- Updating your CV
- Top 10 tips for writing a CV
- Additional online resources.

Why is this online CV Writing Skills training course essential?

CVs are valuable and relevant because they are your first and maybe only direct communication with a potential employer. Presentation is key. For this reason alone, it should be carefully thought out, designed and written so that it makes an immediate positive impact on key decision-makers. When a reader looks at your resume, they should be able to gain a clear indication of your experiences and potential quickly. Bear in mind that the person reading it will never have met you, so keep it grammatically error-free and focused, as it will be seen as a reflection of you as a person.

To summarise your CV is essentially a marketing tool that allows you to sell yourself and your abilities to employers. It should have:

- A positive outlook,
- Clearly, show those strengths and experiences that are most relevant to the job you are applying for, and
- Demonstrate your potential as a future potential employee.



HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



[Click Here to Buy this Course](#)



Mandatory Training Group 

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners’ and regulatory requirements”.

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac’s learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK

[Click Here to Buy this Course](#)

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

WEBSITE

[The Mandatory Training Group - Online Training Courses](#)

WORKING HOURS

Mon - Fri / 9:00AM - 5:00PM

Online Training Courses, Programmes & Qualifications

The Mandatory Training is the leading UK provider of accredited online courses, programmes and qualifications in the following categories:

1. Business and Entrepreneurship
2. Health and Safety
3. Health and Social Care
4. IT and Cyber Security
5. Leadership and Management
6. Mental Health Awareness
7. Microsoft Office
8. Personal and Professional Development
9. Statutory and Mandatory Training
10. Soft Skills Development