

CV, COVER LETTER WRITING & MOCK INTERVIEW WORKSHOP

WORKSHOP INCLUDES

- How to align your CV towards the potential employer's requirements?
- How to target and focus your CV towards your goals
- How to handle interviews?
- What to say to prospective employers?
- Developing your Summary, Experience and Transferable skills
- Knowledge of good practice in recruitment
- USB's containing sample CV's will be handed out to participants
- Certificates of Participation will be given to students
- Morning tea, lunch and afternoon tea is provided

CURRICULUM VITAE

Date	Day	Campus	Venue
21st March 2020	Saturday	Nasinu Campus	TBA
11th April 2020	Saturday	Ba Campus	TBA
25th April 2020	Saturday	Lautoka Campus	TBA
16th May 2020	Saturday	Nasinu Campus	TBA
30th May 2020	Saturday	Labasa Campus	TBA
13th June 2020	Saturday	Namaka Campus	TBA

Contact the Placement Officer, **Ms Fota Aisea** if you are interested in participating in the CV, Cover Letter writing & Mock Interview Workshop to get the copy of the Registration Forms on Placementofficer@fnu.ac.fj or
Ph: 3394000 Ext. 2185

Registration Closes on the 29th of February, 2020

Department of Student Services- Office of the Registrar