

Job Ready!



A short course designed to help you get the dream job you deserve!



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Every job seeker needs confidence and customised attention to present themselves in the best possible way. The Job Ready course will provide you with professional employment services to assist you in achieving your dream job.

We will help you prepare a professionally-written resume and job-specific cover letter, which highlights your accomplishments, not just your skills and responsibilities. We will cover how to “sell” yourself to an employer and discuss how to answer questions an employer might ask you at interview. We also cover how to dress, and physically “present” at interview.

Facilitated by Joanna Elliott, a Human Resources practitioner with extensive experience preparing people from a wide range of backgrounds and professions to obtain a new job start.

The course runs over 4 sessions:

Tues 5 Aug: 10:30am-12:30pm

Thur 7 Aug: 10:30am-12:30pm

Tues 12 Aug: 10:30am-12:30pm

Thur 14 Aug: 10:30am-12:30pm

Cost is \$35 payable on 5 Aug.

Concessions available on request.

Email Robyn Stokes at courses4life@newhope.net.au to confirm your registration.



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