

Want to get a head start?



CV Writing and Interview Skills Workshops

Make sure you get the head start you need with a CV that works for you and the right skills in an interview situation. Toojays Training & HR Consultancy Ltd are holding CV Writing and Interview Skills workshops during the months of March and April 2011.

To book your place, please call 01733 367210 or email info@toojays.co.uk.

CV Writing:

- The Curriculum Vitae
- The A.I.D.A. Principle
- Key skills to include
- Key achievement to include
- S.T.A.R. stories
- Creating a Personal Summary
- Detailing Career History

Dates: 21st March 2011
7th April 2011

Time: 6pm-8pm

Cost: £10 per person

Interview Skills:

- Pre-Interview Planning
- Interview Format
- Competency Based Interview Skills
- Self Presentation
- Interview expectations
- Post Interview negotiations
- Dealing with feedback

Dates: 25th March 2011
14th April 2011

Time: 6pm-8pm

Cost: £10 per person

Workshops take place in Toojays' onsite training room - Unit 88 Culley Court, Bakewell Road, Orton Southgate, Peterborough, PE2 6WA. Please note that places are limited and early booking is recommended. Free parking and complimentary refreshments will be available.



About Toojays

Toojays Training & HR Consultancy Ltd was established in 2003 by owner and MD Lee Martin. Based in Peterborough, the company delivers Leadership, Management and Team Development solutions to a range of international clients.