

Job Hunters

LEAP INTO ACTION!



- Update your CV
- Know what to say in an interview
- Impress employers with your application form!

Come along to Runshaw Business Centre in Euxton on

Saturday 17th January 2009
10am - 3pm

and we will get you fully prepared for the world of job hunting.

We will be holding 15 minute workshops on the following topics:

- *Application Forms*
- *Covering Letters*
- *CVs*
- *English & maths Skills Scans*
- *Interview Techniques*
- *What Not to Wear*
- *I.T. in Job Searching*
- *Personal Statements*

If you would like to improve your maths or English skills for your CV, we can book you onto a **FREE** course to get you bang up to date!

Call us on 01772 643008
for more information!