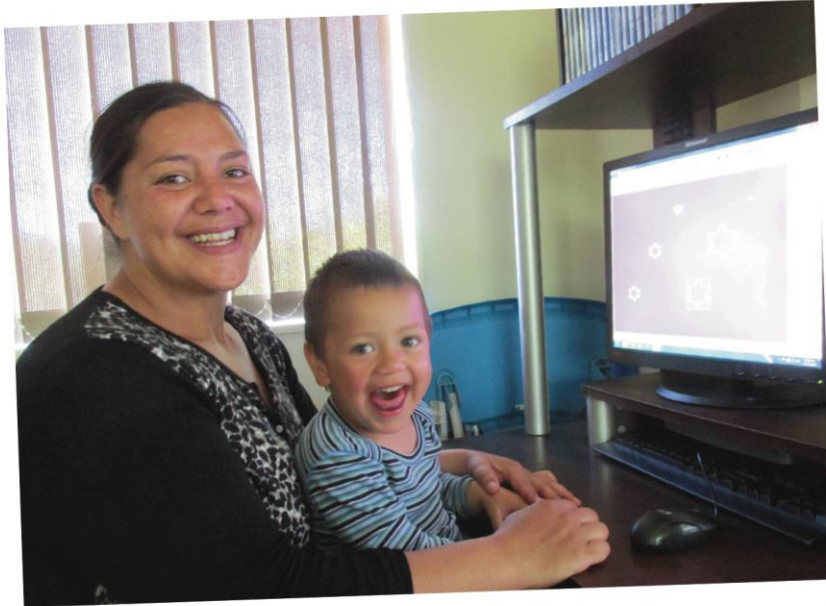


# Work Ready Workshops

**\*CV  
Term 4**



*Looking for a Job?  
Learn how to produce  
the BEST CV you can.  
Learn how to edit,  
email and save in PDF.  
Small classes, take  
home your CV on a  
USB stick*

**FREE**

CV: 9.30-4.00pm	Wednesday	November 7	<b>FREE</b> lunch
CV: 9.30-4.00pm	Wednesday	November 14	<b>FREE</b> lunch
CV: 9.30-4.00pm	Wednesday	November 21	<b>FREE</b> lunch
Cover letter: 9.30-12pm	Wednesday	November 28	
Interview Skills 1-3pm	Wednesday	November 28	

*To Register*

Call REAP 07 378 8109 text 027 6006647 or email [reception@reap.org.nz](mailto:reception@reap.org.nz)

\*Criteria: Must have Low or no qualifications ie NCEA Level 1 or below

**REAP** 73 Titiraupenga Street, Taupo Tel: 378 8109  
e: [reception@reap.org.nz](mailto:reception@reap.org.nz) See our website for all our programmes

Find us on  
**Facebook**

**REAP Central Plateau**



## What to bring to your CV Workshop 2018

- The names, phone numbers and emails of two referees who know you well in the work context and who can be contacted by potential employers. You can add a character referee as well; this is someone who knows you well personally. You must obtain referees' permission before adding them to your CV.
- A list of any secondary school qualifications and any certificates gained or courses completed since then.
- Notes on your work history including the name of the position you held, the company or business you worked for and the dates you were employed from start to finish.
- You will be typing your own CV on a laptop with the help of your tutor. There will be other clients creating their CVs so if you have never, ever used a computer before and will struggle to enter the information, you can bring someone with you to be your typist. This will speed up the process.

OR

You can create your CV by hand and have another person type it up for you after the workshop.

If you come prepared creating your CV will be enjoyable and rewarding.

Jude Sherning  
Tutor  
Central Plateau Reap

