

## ENGLISH FOR JOB-HUNTING WEEKEND SEMINAR

The objective of this seminar is to help those who need to use English during the job application process.

Whether you are a working professional who would like to advance your career or somebody new to the world of employment, all job-seekers need special communication skills in order to be successful in:

- Preparing a CV
- Writing a cover letter
- Answering interview questions
- Answering competency-based interview questions
- Highlighting your strengths and turning negatives into positives
- Follow-up to an interview



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*The seminar is of a highly practical nature. It is based on authentic materials such as CVs, cover letters, interview scenarios and correspondence aiming at negotiating terms and conditions.*

*The seminar will help you build up your confidence and will give you plenty of communicative practice, followed by constructive feedback and valuable advice.*

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**Seminar duration:  
12 academic hours**

**Schedule (including breaks):  
Saturday: 16:00 – 19:15  
Sunday: 10:30 – 18:00**

**Dates:  
March 27th and 28th 2010**

**Fee per participant: 150 KM**