



Staying One Step Ahead of the Pack

Perfect your CV, cover letter and interview skills

COURSE OVERVIEW

Many people are in career transition today, and companies receive dozens of CVs for any job application they announce. You need to adequately prepare to make your own CV stand out and, furthermore, to confidently go through the interview process in English and improve your chances of getting the right position.

This 3-module course will take you “one step ahead of the pack” in English. It includes skills and tips on creating cover letters, CVs / résumés, improving interview performances, and getting advice on how to find a job. You will work on your own CV / résumé, write a cover letter, develop an on-line profile, and practice interview techniques in a mock interview on-line. You will work at own pace through the course, and you will receive personalized and detailed feedback from an experienced native speaker.

Start anytime



TOPICS TO BE COVERED

Understanding job advertisements in English and Perfecting your on-line profile for headhunters

- Where to look
- What to look out for
- Decode common abbreviations in job advertisements
- Define a profile
- Examine what employers are looking for
- Explore hints on how to write a profile
- View sample profiles
- Write your profile

Perfecting your résumé/CV

- Define what a résumé/CV is
- Identify the different types of résumé/CV
- Identify the parts of a résumé/CV
- Learn hints for making a résumé/CV stand out
- Determine the appropriate length of a résumé/CV
- View sample résumés/CVs
- Write your résumé/CV

Interview skills – what to wear, say and do

- Dress etiquette
- Useful tips on body language
- Traditional interview questions and the best answers
- Interview questions to ask
- Follow up after an interview



LEARNING OUTCOMES

By the end of this course you will be able to:

- Make your résumé / CV stand out
- Write a persuasive and professional cover letter
- Interview with confidence in English

NEED MORE INTERVIEW PRACTICE?

BusinessEnglishLive!

If you need to further practice your speaking skills for an interview you can use our Business English Live platform. Visit www.businessenglishlive.com and book a half-hour live conversation / mock interview with the instructor.

HOW MUCH TIME WILL I NEED TO FINISH THE COURSE?

This is a self-paced course. You can finish as early as a week and as late as a month. This will depend on how much help you will need.

WHO SHOULD ATTEND

Any person who wants to confidently apply for work and go through the interview process in English. B2 level of English or above is required.



INSTRUCTOR

Michael Robbs

TUITION FEES

€ 170

REGISTRATION PROCEDURES

You can enroll individually or through your employer. Detailed information is provided on the next page.

HOW DO I GET STARTED?

Once your registration is confirmed you will receive your personal username and password, as well as instructions for adjusting your browser and enter the platform. Help is available all the way.

CERTIFICATE OF ATTENDANCE

A certificate of attendance will be provided upon successful completion of the course.

FURTHER INFORMATION

Please call 2103680006 or 2103680056, or send an email to training@hau.gr

REGISTRATION PROCEDURES & REGISTRATION FORM

INDIVIDUAL PARTICIPATION

There are two registration options:

Online: You can enroll by clicking the “Buy Online” tab at the top of the course description page. You will be asked to login to proceed. You will need a valid credit card (MasterCard or Visa) to be able to register this way. An automatic confirmation will be sent if the transaction is successful. Your receipt will be given to you on the day of the seminar.

Offline: You can register at the HAU Registrar’s Office, Monday through Friday, 9:00-20:00, by providing a complete registration form and paying the full seminar fee. Tuition fees are not subject to VAT.

PARTICIPATION THROUGH YOUR EMPLOYER

There are two registration options:

Online: You can enroll yourself or the employees of your company by clicking the “Buy Online” tab at the top of the course description page. You will be asked to login to proceed. You will need a valid credit card (MasterCard or Visa) to be able to pay the tuitions fees. You will need to print your/the employee’s details as well as the invoice details, exactly as they should appear on your invoice. An automatic confirmation will be sent if the transaction is successful. Please note that the online registration cannot estimate any discounts, so if you wish to have 3 or more employees in the seminar, and thus be entitled to the 10% discount, you are strongly encouraged to use the offline registration option.

Offline: To enroll yourself or your company’s employees you need to fax us a complete registration form. Please type the invoice details in Greek, exactly as they should appear on your company’s invoice. The full seminar fee must be deposited in one of the HAU bank accounts that are listed on the registration form. A copy of the bank slip should accompany your registration form if you choose this payment method. Tuition fees are not subject to VAT.

The Hellenic American Union will not accept any registration form that is not signed by the employer or the person responsible for training. Employers who enroll 3 or more employees in the seminar gain a 10% total discount. If you wish to take advantage of the LAEK subsidy please check the relevant box and we will email you all the necessary information.

The Hellenic American Union reserves the right to change or cancel any of its published programs due to unforeseen circumstances. A full refund is given to people who have registered.

I wish to enroll for the following seminar:
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PARTICIPANT’S DETAILS

Last Name
First Name
Tax Number
Position / Status
Company
Home Address
Postal Code
Mobile Phone
E-mail Address

INVOICE DETAILS

Company Name
Type of Business
Company Address
PostalCode/City.....
Phone / Fax
Tax NumberTax Office.....
LAEK Subsidy YES NO

PAYMENT METHOD

Deposit into one of the HAU Bank Accounts:
 Alpha Bank: 441-00-2002-000010
(IBAN GR18 01404410441002002000010)
 Eurobank 0026-0012370100176525
(IBAN GR26 0260 0120 00037010 0176 525)

CANCELLATION POLICY

Full payment is due upon registration. Cancellations must be made in writing at least 15 working days before the start of the seminar to be eligible for full refund. Thereafter, no refunds will be given.

I / we understand and accept the registration and cancellation policies.

Name / Signature.....Date.....



HELLENIC AMERICAN UNION
An educational public charity

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* A recognized Center for Lifelong Learning (Κ&ΔΙΒΙΜ2) that has been granted a license of operation by the National Organization for the Certification of Qualifications and Vocational Guidance (EOPPEP)

The Hellenic American Union collects and uses personal information in order to communicate with the members of its public, to provide educational and cultural programs and services, and to improve the quality of services that it offers. The information we have requested in this form will be maintained in digital and/or physical form and used only for the purposes described above.

You have the right to reasonable access to the personal information we have on you, to request a copy of this information, and to correct it if inaccurate. To find out more, contact the Hellenic American Union at privacy@hau.gr.