



Formatting with Word – To create a Professional CV

Is this the right course for you?

If you have created or updated your CV recently then you will know it is the most important document when it comes to job hunting or making a career change.

This will be the first thing an employer sees and creates a memorable first impression about you. Therefore, it is important that the formatting is accurate, consistent and displays a professional appearance.

What will it cover?

This 3 hour course will cover formatting Tips and Tricks to ensure that you are equipped with the tools to edit the layout of your CV. These include:

- Quick navigation and selection techniques
- Aligning text using Indents, Tabs and Margins
- Unifying lines and paragraph spacing
- Speedily duplicating formatting throughout your CV

Dates	Venue	Timings	Cost
TBC	Maylands Business Centre Hemel Hempstead	9.30am – 12.30pm	£55
TBC	Maylands Business Centre Hemel Hempstead	1.30pm – 4.30pm	£55

Bookings

For more information or to book a place on this course please email training@firstpointconsultants.co.uk or telephone **01923 547420**

Further Course Information

For information on our other Microsoft and Specialist courses please visit our website www.firstpointconsultants.co.uk