

Course: Creating a Professional Resume

Duration: One day workshop

Course covers the following topics:

- Create your Professional Resume
- Learn Graphic Design Tips & Techniques
- Use images to enhance your Resume
- The Review Process
- Tips & Techniques
- Get feedback

At completion of the course students will be able to:

Understand the basics of creating a Professional Resume
Use Graphic Design Principles to enhance your Resume
Use proofing tools
Customise Word settings
Learn keyboard shortcuts
Insert Images
Insert Borders
Insert Tables and format table settings
Get professional feedback from peers & graphic design instructor



Adobe

InDesign

Captivate

PhotoShop

Illustrator

All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Free luncheon voucher
Unlimited Telephone Support
Additional onsite support at a cost effective rate to suit specific

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