



Get Job Ready: Resumes, Interviews and Job Applications

Are you job ready but in need of assistance in landing your dream role?



Each session will focus on a different skill:

- Identifying your employability and transferable skills
- Preparing a resume
- Preparing a cover letter
- Writing a job application
- Interview skills
- Presentation and personal hygiene
- Time management
- Identification of pathways

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www.ballaratnc.org.au



Skills for study
work and life

We enrich our community by providing opportunities to connect, participate and learn

Length: 15 hours - 3 sessions

Eligibility: Visit the website for details.

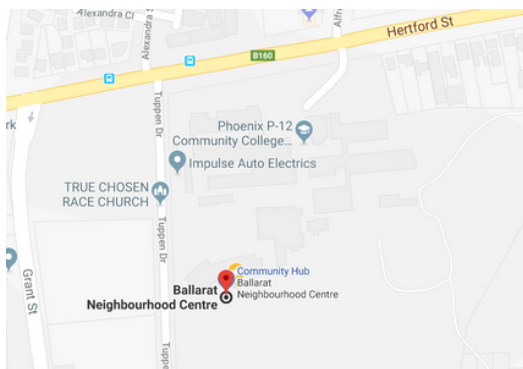
For dates, times, costs and prerequisites refer to the BNC Course Timetable.

Discover Learn Local

We provide education and training programs designed to meet your learning needs. As a registered Learn Local we help you return to study, become work ready, improve your skills or learn something new.

Find us at the Ballarat South Community Hub

11 Tuppen Drive, Sebastopol



**Ballarat Neighbourhood Centre
PO Box 540W, Ballarat. 3350**