

Job Wise

Program to support people seeking employment



Watsonia Neighbourhood House

47 Lambourne Road
Watsonia Vic 3087

To book your place contact:
03 9434 6717
admin@watsonianh.org.au



This Job Wise program is supported by
the Victorian Government

When: This program runs over 5 weeks
(10 sessions) from 10:30am to 12:30pm

Mon 14 Aug & Wed 16 Aug 2017

Mon 21 Aug & Wed 23 Aug 2017

Mon 28 Aug & Wed 30 Aug 2017

Mon 4 Sept & Wed 6 Sep 2017

Mon 11 Sep & Wed 13 Sep 2017

Fee: \$125 (full fee) or \$25 (concession)

This course was been developed to support
job seekers to improve their resume writing,
job searching and interview skills.

- Where to find employment opportunities, and understanding the hidden job market
- How to write cover letters and winning resumes
- Determine your career aspirations, skills and interests in different jobs
- Career options to build on your existing skills and fit with your career goals
- Survival jobs, transitional jobs, and long term planning
- How to discuss employment gaps or why you are job seeking
- Understand how recruitment companies work
- Interview skills and practice sessions, tricky questions and how to answer them



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