



Rightfit



**Training Academy**

# The Perfect CV – Resume Writing & Interview Skills

**Contact Us**

3rd Floor, Professional Centre,  
Ngong Road  
P.O. Box 106327-00101  
Nairobi, Kenya

[info@rightfitglobal.com](mailto:info@rightfitglobal.com)

Everyone has a talent. We match it right.

[www.rightfitglobal.com](http://www.rightfitglobal.com)

---

# The Perfect CV – Resume Writing & Interview Skills

---

**Duration: 1 Day Program**

## **Course Summary**

Applying for a job is a skill everyone needs to harness, and in practice that means getting your CV in shape and practicing your interview skills. The purpose of this one-day course is to understand how to be the best possible candidate you can be for the job you want. Over the day you will get to the bottom of what employers are looking for, learn how to create a winning CV and practice your interview style.

## **About the Program**

This one-day course covers:

- What you want from your next job
- Discover what your employer is looking for
- Understand the purpose of a CV
- Target your CV for specific jobs
- What to include and what to leave out of your CV
- Write strong personal statements
- Importance of Social Media and your public profile
- Consider key interview questions
- Gather information and evidence to use in your answers
- Improving your body language
- Practice your interview techniques in a supportive and friendly environment
- How to ask for feedback
- A year of free support

We ask delegates to bring along their current CV with them to work on during the course. If you not have a current CV don't worry – we will prepare a new one with you on the course. Delegates can bring a lap-top, iPad, or similar to work on, if they prefer.

This training course takes place at the Rightfit's Nairobi training suite.

## **Who is this course for?**

Our CV writing and interview skills training course is aimed at people who want to brush up their skills whether or not they are applying for a job now.

## **What will this course help me do: learning outcomes?**

This training course held in Nairobi, will give you the tools and confidence you need to prepare for your next career move.

By the end of the course you will:

understand the value of your experience when applying for a job

know how to read a job advert

know how to write a CV

understand the importance of social media and presenting yourself

be able to prepare effectively for interviews

understand how to present yourself best

be confident asking for feedback

## **How to Enroll**

You can enroll via our website or call our local office to register for the next available intake. Courses can be paid online via our PesaPal system (M-Pesa, Credit Card, Bank Transfer) and must be paid prior in order to confirm your attendance.