

# How To Write Your Resume and Win Your Job Interview

Presented by Megan Dredge



Not sure how to write your resume? Nervous about going for a job interview? In this course you'll learn how to write your resume and prepare for your job interview.

Format: Online - Individual

Audience: New teachers, Teachers returning to the profession, Teachers looking to apply for a teaching position.

## Description

Not sure how to write your resume? Nervous about going for a job interview? In this course you will learn how to structure your resume and how to prepare for your job interview.

### **Additional notes about this format**

Please note that this is an Online learning format and we use the platform Open Learning. You have 4 weeks to complete the course and can do at your own pace within the start and end dates (advertised). There are no set times where you have to attend any webinars etc, everything you need will be within the Open Learning Platform. If you have any problems navigating Open Learning please contact either [admin@tta.edu.au](mailto:admin@tta.edu.au) and we will do anything we can to assist you.

This course contributes to 6.0 professional development hours.

## Occurrences

Start Date	Location	Price
16/10/2017	Online	\$269 + GST
09/01/2018	Online	\$269 + GST

## Sessions

### How To Write and Structure Your Resume For Maximum Impact #1

#### 1 hour and 30 minutes

How to physically structure your resume, including sections and pages.

### How To Write and Structure Your Resume For Maximum Impact #2

#### 1 hour and 30 minutes

- the specific things you should (and shouldn't) include in your resume
- how to make your resume stand out from the crowd
- viewing sample resumes
- relevant reading/article

### Winning Job Interviews #1

#### 1 hour and 30 minutes

Learn what to do before, during and after the interview to be memorable.

Understand how to anticipate and answer interview questions.

### Winning Job Interviews #2

#### 1 hour and 30 minutes

Understand how to anticipate and answer interview questions.

Gain strategies for confidence in talking and expressing your true self.

Reflect on sample interview questions

## About the presenter



### Megan Dredge

#### Creator

Megan is a passionate and inspiring presenter, who has spent over a decade working in both the public and private education sectors.

She has authored 4 books, developed numerous resources for teachers and principals, and has spoken extensively in Australia, Asia and Europe. Her passion is to train and inspire educators to help make the teaching journey even more enjoyable.

Megan is committed to lifelong learning and having completed her undergraduate degree and an Honours degree, is currently completing her PhD in Public Speaking.

Megan consistently receives positive feedback as a presenter - she is dynamic, informative and inspiring.

"I look forward to meeting you at my next course and learning from your incredible journey as a teacher." Megan



## Enrol now to secure your spot

Limited spots are available. Please enrol online or fax your enrolment to 1300 667 691 to secure your spot.

Please note, by submitting this enrolment form you are confirming that you have been given financial approval by your employer to attend this course. Cancellation advice should be given in writing 7 days before the commencement of this course.

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Product: How To Write Your Resume and Win Your Job Interview

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Occurrence Date:

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Your Name:

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Your email address:

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Employer name:

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Employer phone:

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Enrol online at <http://tta.edu.au>