**WORKSHOP REQUEST**



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| **Select desired workshop (tick)** |
|[ ]  **Constructing a Cover Letter & Resume (2 hours with a break)**Did you know a Cover Letter and Resume Represents You to an employer?A practical guide to doing both. |
|[ ]  **Interview Preparation (1 hour)**Interviewing well is a skill. A guide to telling you how to best prepare for an interview. |
|[ ]  **Mock Interview (25 min each participant)**Take Part in a 25 minute simulated interview for practice and some lived experience.Feedback is provided for consideration and learning. |
|[ ]  **Understanding Employability Skills (1 hour)**Understand the kind of skills that are good to develop over your career that helps in all roles for all industries. |
|[ ]  **Cover Letter and Resume Considerations (1 Hour) +****Mock Interviews (25 minutes per participant)** Combined session |
| **Organisation** | Click or tap here to enter text. |
| **Contact Person**  | Click or tap here to enter text. |
| **Phone & Email** | Click or tap here to enter text. |
| **Proposed Day & Date** | Click or tap here to enter text. |
| **Proposed Time** | Click or tap here to enter text. |
| **Number of Participants** | Click or tap here to enter text. |
| **Preferred Location/Room/ Site** | Click or tap here to enter text. |