



Reg No 00001457/ARDA/JO6/A2/ALPAS/APPB

CV & COVER LETTER WRITING TRAINING

On June 8, 2024, Ready for Development, in collaboration with its partners, hosted a training on the topic **"Effective CV and Cover Letter Writing"**.

The purpose of the training was to provide job seekers with the knowledge and skills needed to draft compelling job application documents.

During the session, attendees were empowered with practical guidance on how to identify and effectively showcase their key skills, qualifications, and accomplishments on their resumes. They were taught how to write engaging cover letters that introduce themselves, explain their interest in the position they are applying to, and highlight relevant qualifications.

Furthermore, they were taught how to use AI tools to generate required text formats and to incorporate keywords from job descriptions into both CVs and cover letters to improve visibility in applicant tracking systems (ATS).

Moreover, participants were encouraged to network with industry experts and continuously seek feedback on their CVs and cover letters from peers or mentors.

At the end of the various presentations, participants were given the opportunity to ask questions and share their experiences. Their concerns were addressed by the various presenters and experienced attendees.

Overall, the online training was a success as participants gained valuable insights and practical guidance, enlightening them on the best practices of CV and cover letter writing. They were encouraged to put into practice the acquired skills to increase their chances of securing interviews and landing their desired jobs.

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