



Consulting and Training | Reach New Heights

Course Name

Resume Writing and Interviewing Skills Training

Sector Name

HR Strategy and Training

Document Type

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Resume Writing and Interviewing Skills Training

Course Introduction

Strong resumes and confident interviews are not about presentation alone, they are about clearly communicating value, evidence, and fit. Many capable professionals fail to secure opportunities due to resumes that lack impact or interviews that do not demonstrate competence and results.

Developed by **Boost**, this course equips participants with a structured approach to career communication—from writing compelling, role-targeted resumes to performing effectively in interviews using evidence-based responses. The program focuses on clarity, relevance, and authenticity, enabling participants to present their experience with confidence and precision.

Boost's Resume Writing and Interviewing Skills Training - Intermediate course empowers professionals to position themselves competitively and succeed throughout the hiring process.

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Resume Writing and Interviewing Skills Training

Target Audience

- ✓ Professionals seeking career advancement or transition
- ✓ Job seekers at early-to-mid career levels
- ✓ Employees preparing for internal interviews or promotions
- ✓ Graduates with some professional experience
- ✓ Professionals returning to the job market

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Learning Objectives

- ✓ Design role-targeted, achievement-focused resumes
- ✓ Translate experience into clear, measurable accomplishments
- ✓ Customize resumes for different roles and industries
- ✓ Prepare structured, evidence-based interview responses
- ✓ Demonstrate competence, motivation, and cultural fit
- ✓ Improve interview performance through preparation and reflection

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Course Outline

✓ DAY 01

Career Positioning and Resume Strategy

Module 1: Understanding Resume Purpose and Positioning

- ✓ What employers actually evaluate
- ✓ Resume as a marketing document
- ✓ Common resume mistakes and misconceptions

Module 2: Defining Your Professional Value

- ✓ Identifying strengths, skills, and impact
- ✓ Aligning experience with role requirements
- ✓ Building a clear professional narrative

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Course Outline

✓ Day 02

Writing High-Impact Resumes

Module 3: Structuring an Effective Resume

- ✓ Resume formats and when to use each
- ✓ Logical flow and readability
- ✓ Tailoring content to the target role

Module 4: Writing Achievement-Based Content

- ✓ Action-result-impact writing
- ✓ Quantifying experience meaningfully
- ✓ Turning responsibilities into accomplishments

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Course Outline

✓ Day 03

Resume Customization and Review

Module 5: Customizing Resumes for Different Roles

- ✓ Analyzing job descriptions
- ✓ Keyword alignment and relevance
- ✓ Avoiding overgeneralization

Module 6: Resume Review and Improvement

- ✓ Self-review and peer review techniques
- ✓ Identifying gaps and weaknesses
- ✓ Finalizing a professional resume

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Course Outline

✓ Day 04

Interview Preparation and Techniques

Module 7: Interview Types and Structures

- ✓ Behavioral, competency-based, and situational interviews
- ✓ Understanding interviewer expectations
- ✓ Structuring interview responses

Module 8: Answering Interview Questions Effectively

- ✓ STAR and evidence-based response techniques
- ✓ Handling difficult and unexpected questions
- ✓ Communicating confidence and clarity

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Course Outline

✓ Day 05

Interview Performance and Follow-Up

Module 9: Managing Interview Presence and Behavior

- ✓ Verbal and non-verbal communication
- ✓ Building rapport and professionalism
- ✓ Managing stress and interview anxiety

Module 10: Post-Interview Actions and Continuous Improvement

- ✓ Effective follow-up communication
- ✓ Reflecting on interview performance
- ✓ Continuous improvement of career communication skills

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Resume Writing and Interviewing Skills Training

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	England , London
June 7, 2027	June 11, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 19, 2026	Oct. 23, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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