

## Itinerary for the Liverpool John Moores Grad Bus Day



### **10.00 - 10.30: KTP overview**

An introduction to KTPs, roles, responsibilities and benefits

### **10.30 - 11.00: Producing a winning CV**

It's estimated that employers discard 3 out of 5 CVs within 2 minutes. You may have all the skills and experience but without a CV that conveys this to employers you won't reach interview stage. This workshop will equip you with 'top tips' on how to write a CV and covering letter with impact!

### **11.00 - 11.30: KTP: An Associate's perspective**

A KTP Associate working on a current KTP gives their perspective on the KTP process and the opportunities it has afforded them

### **11.30 - 12.00: Preparing for interviews**

Preparing for interviews (delivered by Gary Douglas) Discover how to market yourself effectively and what to expect from an interview by coming to our interactive session. We'll tell you everything you need to know about interview preparation, awkward questions and successful interview etiquette in this 1 hour session.

### **12.00 - 12.30: Drop in...**

### **12.30 - 13.00: KTP overview**

An introduction to KTPs, roles, responsibilities and benefits

### **13.00 - 13.30: Producing a winning CV**

It's estimated that employers discard 3 out of 5 CVs within 2 minutes. You may have all the skills and experience but without a CV that conveys this to employers you won't reach interview stage. This workshop will equip you with 'top tips' on how to write a CV and covering letter with impact!

### **13.30 - 14.00: KTP: An Associate's perspective**

A KTP Associate working on a current KTP gives their perspective on the KTP process and the opportunities it has afforded them

### **14.00 - 14.30: Preparing for interviews**

Preparing for interviews (delivered by Gary Douglas). Discover how to market yourself effectively and what to expect from an interview by coming to our interactive session. We'll tell you everything you need to know about interview preparation, awkward questions and successful interview etiquette in this 1 hour session.

### **14.30 - 15.00: Drop in...**

In addition, throughout the day there will be a CV Surgery, where a member of LJMU's Employability Team will review CVs and provide practical feedback to ensure it is effective in today's competitive job market.