



WHEN WORK CHANGES,  
WE HELP YOU PIVOT.

# CV & COVER LETTER WRITING MASTERCLASS



Helping professionals craft compelling,  
modern applications that reflect who they are—  
and where they're going.

## PROGRAMME DETAILS

**This practical session helps participants create a CV and cover letter that are aligned with today's job market—clear, tailored, and built to stand out.**

We combine expert guidance with AI-supported tools to help attendees build documents that reflect their experience, strengths, and aspirations—faster and with greater confidence. Perfect for individuals re-entering the job market, facing redundancy, or applying for the first time in years.

## LEARNING OUTCOMES

- ✓ Understand what makes a CV and cover letter effective in today's market
- ✓ Learn how to structure a CV for clarity, relevance, and impact
- ✓ Identify and translate transferable skills across industries
- ✓ Create value-led bullet points that demonstrate outcomes, not just tasks
- ✓ Use AI tools to generate tailored CV content and cover letter drafts

## WHAT'S INVOLVED?

- ✓ Group-based, coach-led workshop
- ✓ Real-world examples, guided exercises, and document critique
- ✓ Use of AI-assisted writing tools to speed up the drafting process
- ✓ Breaks down complex CV tasks into simple, achievable steps
- ✓ Leave with a free ATS optimised CV template and a practical checklist

## KEY FEATURES

- **Format:** Virtual or in-person
- **Length:** 60 minutes
- **Group size:** Unlimited participants
- Resources and templates provided
- Certification upon Completion

*"I didn't know where to start with my CV- this session helped me write it with confidence. Seeing how AI could support the process was a game-changer." - Workshop Attendee 2025*

For more information contact  
[amir@pivot-careers.com](mailto:amir@pivot-careers.com)