

Résumé & Employability

Land your dream job: a résumé that opens doors and an interview that closes them.

A practical, no-fluff guide to getting hired: from a résumé that gets read to an interview performance that gets you the offer. Learn real frameworks, apply them immediately, and walk into every opportunity with confidence.

4 modules

What you'll learn

- ✓ Build a clean, ATS-friendly résumé structure that passes the screen
- ✓ Master the most common interview questions and answer with confidence
- ✓ Write achievement-driven bullets that quantify impact and get noticed
- ✓ Craft and deliver a sharp personal pitch that sells your unique value

Syllabus

1 Your résumé

Résumé structure Achievements that sell

2 The interview

Common questions Your pitch

Who is it for?

Job seekers, recent graduates, and career changers who want to stand out in a crowded market.

Start today at capacita.paulovila.org

Capacita · Study better, work better.