Job Search Skills

Course Overview

This course will introduce students to job search skills, including building your resume, polishing your resume, writing a cover letter, creating a portfolio, networking skills, skills for success, where to look, understanding the interview, and interview skills.

Module 01 - Getting Started   4m
Job Search Skills
Getting Started
Workshop Objectives

Module 02 - Ready, Set, Go!   6m
Ready, Set, Go!
Identifying Your Values and Purpose
Assessing Your Skills
Setting SMART Goals
Building a Resource System
A 30-Day Plan
Scenario

Module 03 - Building Your Resume   4m
Building Your Resume
Basic Resume Formats
Dealing with Awkward Points
Checklist for Success
Scenario

Module 04 - Polishing Your Resume   3m
Polishing Your Resume
Creating an Attractive Package
About Branding
Some Extra Touches
Checklist for Success
Scenario

Module 05 - Writing a Cover Letter   5m
Writing a Cover Letter
Types of Cover Letters
Creating a Template
Customizing the Template
Checklist for Success
Scenario

<u>Module 06 - Creating a Portfolio</u>   3m

Creating a Portfolio
When Do I Need a Portfolio?
Types of Portfolios
Essential Elements
Checklist for Success
Scenario

<u>Module 07 - Networking Skills</u>   3m

Networking Skills
What is Networking?
Getting a Conversation Started
But I'm So Nervous!
Wrapping Up and Moving On
Scenario

<u>Module 08 - Skills for Success</u>   3m

Skills for Success
Being Organized
Becoming a Punctual Person
I Can Do This!
Important Etiquette Points
Scenario

<u>Module 09 - Where to Look?</u>   3m

Where to Look?
The Obvious Places
The Hidden Job Market
About Cold Calling
The Power of Networking
Scenario

<u>Module 10 - Understanding the Interview</u>   4m

Understanding the Interview
Types of Interviews
What to Expect
About Behavioral Questions
About Knowledge Questions
Scenario

<u>Module 11 - Interview Skills</u>   4m

Interview Skills
Dressing for Success
Answering Questions
Asking Questions
Following Up
Words from the Wise
Scenario

Total Duration: 43m