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J O B R E A D I N E S S S K I L L S

Job Search and Résumé Writing

Course Introduction

Job Search and Résumé Writing provides students with both traditional and innovative job-search techniques and résumé writing skills required to gain employment in today's global marketplace. The course combines theoretical, how-to information with hands-on practical applications. Students are required to draw on their own experiences; to identify work preferences, accomplishments, technical and transferable skills; to research, organize, and analyze information; and to apply their knowledge in a series of job search preparation and implementation tasks. During the course, students will develop and apply such skills as setting goals; developing job search strategies; using planning and organizing tools; maintaining records; communicating; decision making; and negotiating. This course follows a job search process in which, among many other things, the student is provided with the opportunity to create effective résumés and covering letters using traditional and innovative methods, as well as develop and refine skills in organization, time management and communication. In addition, students will set up a tracking system, create a budget, identify a support system, identify goals, set up a home office, and monitor their time and schedules.

Course Prerequisites

Windows Level 1, Microsoft Word Level 1, Microsoft Excel Level 1 or Microsoft Access Level 1, and Introduction to the Internet, or possess equivalent knowledge.

Course Aim

To assist students in obtaining the job search techniques and résumé writing skills required to gain employment.

Of Interest to

Those who are, or who will be, actively seeking employment.

Course Breakdown

Lesson 1:

Labor Market Information; Organize an Effective Job Search; Self-Assessment

Lesson 2:

Chronological Résumé Development; Editing, Formatting, and Critiquing – Chronological; Building a Functional Style Résumé; Editing, Formatting, and Critiquing – Functional; Final Steps

Lesson 3:

Employment Letters; Portfolios

Lesson 4:

The Hidden Job Market; Research; Résumé Delivery

Lesson 5:

Interview Preparation; Interview Practice; Managing the Results; Career Management; Summary

Course Notes

Course manual provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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