



Course length: Two day (3 hours)

Overview: Everyone needs a resume when searching for a job. This class will cover the steps on how to build your resume, types of resume formats, cover letter, job interview tips, and strategies for an effective job search

Prerequisites: Basic knowledge of Windows, as well as basic keyboarding skills.

Note: *Each participant will receive a USB flash drive to take their exercise files with them.*

Class Fee: \$99

Day One Class Outline

Building Your Resume

- What is a Resume
- Why is a Resume Important in your Job Search
- What should be included in your Resume
- Resume Formats

Online Resume

- Creating a plain-text resume
- Formatting a plain-text resume
- Rules and strategies for effective emailing

Resume Tips and Strategies

- Writing an effective resume
- Mistakes to avoid
- Linking to social media

Cover letters

- Definition of a cover letter
- Parts of a cover letter
- How to write an effective cover letter
- Tips and Mistakes to avoid

Day Two

Class Outline

Interviewing Skills

- Purpose of an Interview
- Types of interviews
- What to do during an interview
- Ways to communicate your knowledge and abilities clearly
- How to end an interview
- Following up after an interview
- Tips for interviewing

Job Search Skills

- Identify the skills or experience you can offer
- Job search methods
- Tailoring your resume and cover letter
- Evaluating the job descriptions
- Job search strategies