



# Educational Services



## Job Search Program

### Course Introduction

This course is designed for those clients who are current job seekers, those who are returning to the workforce after an extended absence or those who are seeking a more challenging position in a different career/employer.

This course will prepare the client who will thoroughly research and list his marketable and transferable skills related to his past experience. Planning and role-plays are used as well in order to better prepare the students for real-life interviews.

Résumé writing, using the Internet as a job search tool, posting your résumé to Internet job banks, networking, cover letter writing, and interview skills are also covered in-depth.

### Course Prerequisite(s):

None

### Course Aim:

To provide students with the fundamental skills required to effectively search for a job.

### Of Interest to:

Those who want to find gainful and enjoyable employment.

### Course Breakdown:

#### Lesson 1:

Take Charge – Self-Help Series

- a) Preparing for the Job Hunt
- b) Looking at Yourself
- c) Planning and Organizing your Job Search
- d) Preparing for the Job Interview
- e) Examining Your Options
- f) Preparing a Realistic Budget

#### Lesson 2:

Résumé Writing

#### Lesson 3:

Cover Letter Writing

#### Lesson 4:

Developing Job Leads

- a) Internet Job Search
- b) Posting your Résumé to Online Job Banks
- c) Networking

#### Lesson 5:

Interview Skills

### Course Notes:

Course manual provided for on-going reference.

An optional 6 to 8 week co-op placement is available for clients needing specific “on-the-job” training and we provide direct referral to employment for job ready clients.