



# Job Search Skills

## Overview

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning résumé and a cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it? This course will give learners the answers to all these questions, plus a plan to get them to a new job within a month. After completing this course, learners will be more than ready to start their search for their perfect job.

## Who this course is for

This course is intended for prospective employees to give them the edge and the skills necessary to find meaningful work, quickly.

## Course outline

- Topic 1: Ready, Set, Go!
- Topic 2: Building Your Resume
- Topic 3: Polishing Your Resume
- Topic 4: Writing a Cover Letter
- Topic 5: Creating a Portfolio
- Topic 6: Networking Skills
- Topic 7: Skills for Success
- Topic 8: Where to Look?
- Topic 9: Understanding the Interview

*"Choose a job you love and you will never have to work a day in your life."  
Confucius*

## By the end of this course, learners should be able to:

- Define objectives and purpose in their search for employment
- Establish SMART goals in the job-hunting process
- Develop a first month plan of action for job search
- Craft an effective resume
- Form an attractive cover letter
- Develop and present a portfolio of their prior work
- Learn networking skills in finding leads for jobs
- Efficiently get interviews and thrive in the interview process

√ Course Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

### Applies towards the following certificate(s) and award(s)

- Youth Building Skills Diploma

