

MASTERING A JOB SEARCH

“...helping you to get a better job, faster....”

- A FOUR PART SERIES
- CAN BE COMPLETED IN ONE WEEK
- COVERS ALL ASPECTS OF JOB HUNTING
- A MUST FOR ACHIEVING JOB SEARCH SUCCESS

STEP ONE Monday

Skills Identification 9 am - Noon

- Find out which skills you need to get your next job!

Basic Computer Lab (if needed) 1 pm – 4 pm

- Introduction to the personal computer
- Learn hardware, software, windows and internet

STEP TWO Tuesday

How to Write a Resume & Cover Letter 9 am - Noon

- Learn about building a powerful resume
- Find out about how to write effective cover letters

Winning Job Applications 1 pm – 4 pm

- The KEY to getting hired!
- Learn the BEST ways to “Fill In The Blanks”

STEP THREE Thursday

Interviewing Tips 9 am -11 am

- Prepare for your next interview
- Learn how to answer tough interview questions

Job Retention 11 am - Noon

- Keeping a job for as long as possible
- Avoid or minimize on-the-job problems

Resume Production (if needed) 1 pm – 4 pm

- Use our software program to design your resume

STEP FOUR Friday

Networking & Portfolio 9 am - Noon

- Increase your networking ability
- Learn how to design a job search portfolio

Using the Computer in your Job Search (if needed) 1 pm – 4 pm

- Acquire computer skills for conducting a job search
- Avoid common mistakes and learn time saving tips

