



## Course Content

### Course Description:

In this course you will cover: resume basics, resume prototypes, and how to prepare a winning resume, job search communications, including presenting your credentials and preparing resume cover letters, getting an interview, preparing for the interview, appearing for the interview, interview procedures, projecting personal qualities and dealing with questions during an interview, evaluating your interview, interview follow-up & concluding the interview process.

### Prerequisites:

None

### Topics:

#### PREPARING A WINNING RESUME

##### Resume Basics

- Why your Resume is Important
- Resume First Aid
- Communicating Technological Awareness
- Dos and Don't of Resume Writing

##### Resume Prototypes

- The Work History Resume
- The Focused Resume
- The Competency Cluster Resume

##### Model Resumes

- Index by Job Category and Title

##### Electronic Resumes

- Computer Friendly Formatting
- Keywords
- Electronic Resume Template

#### JOB SEARCH COMMUNICATIONS

##### A Coordinated Series of Letters

- Styles to Avoid

##### Presenting Your Credentials

##### Preparing Resume Cover Letters

#### Understanding the Hiring Cycle

##### After the Interview

- Leaving the Interview
- Evaluating Your Interview
- Interview Follow-up
- Concluding the Interview Process

#### INTERVIEWING SUCCESSFULLY

##### Getting the Interview

- Finding the Job
- The Preliminary Hiring Selection Process
- Resumes, Letters and Applications
- Human Resources, Personnel and the Line Manager
- The Screening Process
- Finding Out if the Job is Really Available
- When to Take the Initiative
- Networking Your Way to an Interview
- Improving Your Odds of Getting an Interview
- Your Interview's Importance to the Employer

##### Preparing for the Interview

- Sources of Information
- Evaluating What you have to Offer
- The Interview Process and Your Influence on it
- Handling Appropriate Questions

##### Appearing for the Interview



# Resume Writing and Interviewing Skills

Course ID#: 2000-110-ZZ-Z

16 Hrs

- Clothing and Grooming
- Familiarizing Yourself with the Interview Site
- Interviewing Procedures
- Whom and What to Expect

## **During the Interview**

- Projecting Personal Qualities
- Using Your Research
- Dealing with Questions

## **Tips and Strategies**

- Technology and the Job Search
- Using the Internet
- Illustrative Web Sites
- Limitations