

Syllabus

Job Search Toolkit



Estimated time: 10 - 15 hours

OALCF Levels: F, E.1, A1.2, A3

Suggested Milestones: 60, 57, 3 or 4, 14

1 Unit: 12 Activities

Please note: This course has printable activities on creating a Resume.

Course Overview

In this course, you will research the job market and become familiar with the components of a job search portfolio. You will compare careers in terms of educational requirements, skills needed, salary, and the lifestyle you want. You will learn about the purpose and benefits of informational interviews and identify your professional strengths and weaknesses as you prepare for job interviews. You will learn tips for engaging with employers, preparing for interviews and following up on job opportunities.