

Course Overview

Number of Units: 3 Units

Estimated time: 2 - 3 weeks or 6 - 9 hours

OALCF Levels: A1.2, A3, D.2

Suggested Milestones: 3 or 4, 14, 55

Course Description

If you're an experienced job searcher, you may know quite a bit about resumes, cover letters, interviews and the best websites for job listings. But you might not be as familiar with the latest online tools to enhance your job search! In this course you will learn how LinkedIn, Facebook and Twitter can help with your employment search. Each unit has an interactive activity to guide you through creating a sample account using the basic features.

Summary of activities: Tutorials, Quizzes and Videos.

Unit 1: LinkedIn

Learn how to set up an account and create an effective profile. Find out how to develop your network connections, search for job listings and company profiles. Find interesting articles about the job search process.

Unit 2: Facebook

Discover how to create an account and how to present yourself in the best light. Learn about Facebook privacy settings you need to be aware of. See how you can use Facebook as an effective tool in your job search.

Unit 3: Twitter

Learn how to find job opportunities on Twitter and use Hashtags effectively. Investigate how to Tweet and Follow individuals and companies that can enhance your chances of finding employment.