



COLLEGE AFRICA GROUP

Discover your Potential

MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group – Creating a Dynamite Job Portfolio

The job market continues to change, as does the way we look for work. This course examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

In order to make the most of this course, participants need to have recently completed the Getting Your Job Search Started workshop, or identified target positions and completed a full skills assessment and goal setting exercise.

This one-day workshop will teach participants how to:

- Speak about themselves using descriptive language.
- Apply the essential elements of cover letters and resumes.
- Understand the need for pre-employment testing and what to expect in their target market.
- Design a personalized portfolio.
- Develop a plan that moves them to a new job within 60 days.

Who are You?

To begin the day, participants will review their strengths and skills and how to use language to sell themselves.

Writing the Resume

This session will give participants some guidelines to help them produce a brilliant resume.

Creating a Noticeable Package

Next, participants will look at different resume formats for different purposes. They will also look at how to make branding work for them.

Cover Letters

During this session, participants will learn how to create an attention-grabbing cover letter.

Getting into the Flow

To wrap up the morning, participants will have half an hour of writing time.

The Portfolio

This session will show participants how to present their skills in a portfolio format.

Dealing with Awkward Points

Next, participants will learn how to address absences from the workplace, including job hopping, parental leave, being fired, and incarceration.

Getting to a New Job in 60 Days

This session will give participants a 60-day plan to get them to a new job.

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Giving References

During this session, participants will learn who they should ask to be a reference and how they should ask them.

Thank-You Notes

To conclude the day, participants will learn about an important but often overlooked aspect of the job search: the thank you note.

Contact

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