

Job Search Basics & Beyond

Syllabus

COURSE OBJECTIVES

The course is designed to support students in their job and internship search. It is an opportunity to embark on the professional development process in a supportive group setting and prepare students to make the most of one-on-one career counseling sessions and other offerings provided by CEU Careers. Course sessions and assignments are spaced throughout the course to help students get in the habit of building time for professional development into their schedule. The course is interactive and built around student input. It finishes in winter term with a required career counseling session with the instructor.

As **key outcomes** of the course, students will:

- Identify their **interests and skills** and connect them to specific potential career paths;
- Learn methods for **researching potential employers**;
- Create an **effective resume/CV** and develop a **compelling career narrative** about their achievements, objectives, and motivation for use in cover letters, interviews, and other scenarios related to professional development;
- Examine their attitudes towards **networking** and come up with a strategy for developing strong, professionally-relevant relationships that match own personal communication style;
- Plan their time at SPP and CEU to identify and **make the most of opportunities** that will help towards desired career goals.

The course consists of 4 class sessions in fall term and 1 individual meeting in winter term. To complete the course, students should submit 5 assignments for their career portfolio. Instructions on how to prepare assignments will be given via Moodle, email or class. The assignments for the portfolio are the following:

- Video
- Achievement stories
- Career reflection boxes
- Employer research task
- Resume/CV
- Informational interview notes

COURSE OUTLINE

Session 1

Key words for this session: Reflect & Research

Session emphasis: Knowing yourself and knowing your audience

Session will cover:

- Some guidelines for self-assessment
- Identifying your top skills and strengths
- What to cover when researching employers and how to connect the dots

Actions: Upload Achievement Stories to Moodle before class

What to prepare for this session: Achievement Stories

Session 2

Key words for this session: Target & Tailor

Session emphasis: Using tailored resumes/CVs to highlight relevant skills, experience, and knowledge

Session will cover:

- Writing an effective resume/CV

Actions: Upload Career Focus Reflection Boxes to Moodle before class

What to prepare for this session: Up-to-date version of resume/CV (bring to class)

Session 3

Key words for this session: Craft & Communicate

Session emphasis: Identifying the elements of your unique job search narrative and telling your story effectively

Session will cover:

- Powerful personal introductions
- Tips for writing an effective cover letter

Actions: Upload Employer Research Task to Moodle before class

What to prepare for this session: Based on the Employer Research Task assignment, think of 1 or 2 organizations you target for your future internship or job

Session 4

Key words for this session: LinkIn & Leverage

Session emphasis: Strategizing ways to develop a strong network for information sharing and professional growth

Session will cover:

- Networking etiquette and protocol
- Creating an effective LinkedIn profile
- Tips and advice on maximizing LinkedIn

Actions: Upload revised version of resume/CV to Moodle before class

What to prepare before this session: Read the informational interview assignment requirements and think of a potential person you would like to interview

Session 5

One-on-one individual career counseling session to discuss your portfolio – instructions for scheduling these appointments will be provided at the start of winter term.

What to prepare before this session: All portfolio items should be completed **before** the one-on-one meeting.

COURSE SCHEDULE AND OVERVIEW

Session	Date and time	Session focus and objective	Assignment	Upload deadline
1	Wednesday, November 7, 1:30-3:10	Reflect & Research <ul style="list-style-type: none"> - Identify unique interests and skills - Connect interests and skills to specific potential career paths - Learn methods for researching potential employers 	Video Achievement Stories	September 30 November 6
2	Wednesday, November 14, 1:30-3:10	Target & Tailor <ul style="list-style-type: none"> - Create an effective resume/CV to highlight relevant skills, experience, and knowledge 	Career Focus Reflection Boxes	November 13
	November 15-20	Drop-in hours for resume review		
3	Wednesday, November 21, 1:30-3:10	Craft & Communicate <ul style="list-style-type: none"> - Begin developing a compelling career narrative about achievements and objectives for use in cover letters, interviews, and other professional settings 	Employer Research Task	November 20
4	Wednesday, November 28, 1:30-3:10	LinkIn & Leverage <ul style="list-style-type: none"> - Come up with a strategy for developing strong, professionally-relevant relationships - Networking etiquette - Maximizing LinkedIn 	Resume/CV	November 27
5	during winter term	One-on-one career counseling session to discuss individual career portfolio	Informational Interview Notes	January 6