



## **Career/Job Searching**

### **Purpose:**

Job searching is the act of looking for employment, due to unemployment or discontent with a current position. The immediate goal of job seeking is usually to obtain a job interview with an employer which may lead to getting hired. The job hunter or seeker typically first looks for job vacancies or employment opportunities.

### **Course Content:**

- Skills Analysis
- Prepare and create job specific Curriculum Vitae (C.V.)
- Prepare and create job specific job application letters
- Prepare and create a speculative application letter and C.V.
- Online job searching
- Prepare for an interview
- Review and update your job searching strategy

**Entry Requirements:** None

**Assessment:** None

**Qualification:** None

**Duration:** 3 x 2 hour classes

**For further information please call us on (01) 802 0417**