Course Title: Resume and Interview Workshop

Course Description: Be prepared for your next job opportunity with a professional resume. Create an effective communication tool or optimize existing resumes by giving it a tune-up, to enable you to better market your skills and abilities. Learn how to highlight your skill sets and use keywords to get more exposure and interest. Increase your visibility with employers and recruiters and upgrade your placement in job candidate listings. Learn the different interviewing techniques used by potential employers that require specific preparation on your part.

Course Objectives:
1. Create an effective communication tool or optimize existing resumes by giving it a tune-up
2. Market your skills and abilities
3. Highlight your skill sets
4. Use keywords to get more exposure and interest
5. Increase your visibility with employers and recruiters
6. Upgrade your placement in job candidate listings
7. Use different interviewing techniques used by potential employers that require specific preparation on your part

Lesson Plan – by week or session
Session 1: Introductions and syllabus.
   Resumes
   Marketing yourself
   Skill sets
   Exposure and interest
   Visibility
   Candidate listings
   Interviewing techniques
   Student Evaluation of Instruction

*Please have a digital copy of your current resume with you.

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified. Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.
Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx