

CREATIVE JOB SEARCH TECHNIQUES

Head Office:
P.O. Box 858, 51 King Street East
Brockville, Ontario – K6V 5W1
(613) 342-2312 Fax (613) 342-2875



- Program Description:** This practical, skills-based program equips individuals with the essential skills required to conduct a successful job search. Emphasis is placed on self-promotion, networking, and follow-up.
- Program Objectives:** By the end of the program students will be equipped with:
- A skills-based resume that highlights current skills and abilities
 - A cover letter template that meets employer expectations
 - A list of resources and current websites for job searching
 - The skills to effectively source job leads
 - Written responses to typical interview questions
 - The skills to apply for jobs online
- Program Delivery:** This course is delivered through one-to-one instruction with a series of assessments, role plays, practical applications and written assignments.
- Evaluation:** Individuals will be evaluated on participation, attitude, attendance, and outcomes of assignments. A comprehensive report is submitted within one week of completion.
- Duration:** This program consists of 12 sessions over a 4-week period. Training times are established to complement the schedules of the student and the instructor.
- Start Date:** Continuous intake throughout the calendar year.
- Registration:** To register or inquire about program fees, please call our Head Office at 613-342-2312.

Other CSE Programs:

*Office Assistant
Computer Upgrading*

*Inventory/Parts Counter Clerk
Academic Upgrading*

*Accounting Clerk
GED & High School Diploma Assistance*

Specializing in Individualized Adult Instruction - CSE Consulting