

Job Search and Interview Preparation Syllabus

Week One: Resume Enhancement

1. Personal Goal, Dream, and Career Direction defined.
2. Verbally Review Current Resume and Background.
3. Build-out a professional resume flow.
4. Highlight key accomplishments.
5. Correlate skills with actual deliverables.
6. Finalize resume.
7. Mimic your resume with your LinkedIn profile.
8. Request recommendations.
9. Create a pertinent company following.
10. Upload a professional photo.
11. Time Interaction: One-hour web session + homework.
12. Continuous job prospecting activities must be continued.

Week Two: Crafting Compelling Stories

1. Break Resume into Specific Job Functional Areas.
2. Parse out the finalized resume into accomplishment areas corresponding to job functions.
3. Create a paragraph in a story format for each area.
4. Memorize and effectively tell each story in a compelling way.
5. Time Interaction: One-hour web session + homework.
6. Start memorizing your stories; role play will be up next.
7. Continuous job prospecting activities must be continued (full-time commitment).
8. Week Three: Role Play and Story Internalization.

Week Three: Role Play Preparation for Interviews

1. Tell stories to trusted individuals for internalization.
2. Role-play with instructor for one hour.
3. Time Interaction: One-hour telephone role play session + homework.
4. Memorize lines and incorporate them into your personality.
5. Continuous job prospecting activities must be continued.

Week Four: Prospect Research

1. In-depth Research on Prospective Companies.
2. LinkedIn profile research.
3. Company research (Hoovers Online, Articles, Annual reports, Glassdoor).
4. Continue Role-play
5. Time Interaction: One-hour telephone/web session for research & role play + homework.
6. Keep rehearsing your story with others.
7. Continuous job prospecting activities must be continued.

Week Five: Cover Letter Writing

1. Crafting Compelling Cover Letters.
2. Combine research on the company with accomplishments.
3. Create a compelling letter to a key hiring manager.
4. Determine the appropriate recipient through LinkedIn research.
5. Role-play with instructor.
6. Time Interaction: One-hour session for letter writing & role play + homework.
7. Keep rehearsing your story with others.
8. Continuous job prospecting activities must be continued.
9. Send copies of letters to the instructor before sending them out.

Week Six: Final Preparation for Interviews.

Are YOU Ready?

1. Dress codes and personal hygiene
2. The "Meet and greet" etiquette.
3. What to bring to the interview.
4. The follow-up process (thank you letters, networking).
5. Time Interaction: One-hour telephone/web session for session six.
6. Keep rehearsing your story with others.
7. Continuous job prospecting activities must be continued.
8. Remember to send copies of letters to the instructor before sending them out.
9. Remember, this is your full-time job – treat the time as such.