



## Course Outline

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### Go ... Get that Job!

**Designed for:** This course is designed for those who wish to prepare for getting a new job - to get into the job market, return to work or change their job.

**Prerequisites:** None

**Objectives:** To cover the different steps required to assist with getting a job

### Course Content

- **Module One** – Including: Meeting the case study candidates, identifying your ideal job, defining your skills and interests, identifying your qualities, recognising your achievements, e-mail addresses and other internet issues, completing your paperwork,
- **Module Two** – Including: Identifying what to include in a CV, recognising a chronological CV and its purpose, recognising a functional CV and its purpose, identifying which type of CV suits your needs, recording contact details on a CV, recording your career history, recording your education and qualifications, describing your achievements, writing a personal statement, identifying key skills and qualities, preparing and presenting your CV
- **Module Three** – Including: Searching for jobs using the internet, analysing job advertisements identifying information you need to research, targeting your CV, completing a paper application form, answering competency-based questions, completing an application form online, cover letters  
e-mailing a job application, creative job hunting, gaining appropriate skills,
- **Module Four** – Including: Receiving a telephone invite to interview, replying to an invite to interview, matching your skills to the job requirements, frequently asked questions, effective answers, asking your own questions, different types of interview, handling a telephone interview, dressing for an interview, making a good impression, body language, evaluating the interview, writing a thank-you letter, handling second interviews, using your Pitman Folder

### Benefits

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- A Pitman Folder containing various forms to assist with finding and getting that job

**Course duration:** Approx 10 hours