

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Creating A Dynamite Job Portfolio

### Course Overview

The job market continues to change, as does the way we look for work. This course examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

In order to make the most of this course, delegates need to have recently completed the Getting Your Job Search Started workshop or identified target positions and completed a full skills assessment and goal setting exercise.

### Course Objectives

This one-day workshop will help delegates learn how to:

- Speak about themselves using descriptive language.
- Apply the essential elements of cover letters and resumes.
- Understand the need for pre-employment testing and what to expect in their target market.
- Design a personalized portfolio.
- Develop a plan that moves them to a new job within 60 days.

### Prerequisite

There are no prerequisites.

### Target

This workshop is for any person who is looking to apply for a job in the future and is creating or updating a resume.

### Duration

- 1 Day



## Course Outline

### Who are You?

To begin the day, delegates will review their strengths and skills and how to use language to sell themselves.

### Writing the Resume

This session will give delegates some guidelines to help them produce a brilliant resume.

### Creating a Noticeable Package

Next, delegates will look at different resume formats for different purposes. They will also look at how to make branding work for them.

### Cover Letters

During this session, delegates will learn how to create an attention-grabbing cover letter.

### Getting into the Flow

To wrap up the morning, delegates will have half an hour of writing time.

### The Portfolio

This session will show delegates how to present their skills in a portfolio format.

### Dealing with Awkward Points

Next, delegates will learn how to address absences from the workplace, including job hopping, parental leave, being fired, and incarceration.

### Getting to a New Job in 60 Days

This session will give delegates a 60-day plan to get them to a new job.

### Giving References

During this session, delegates will learn who they should ask to be a reference and how they should ask them.

### Thank-You Notes

To conclude the day, delegates will learn about an important but often overlooked aspect of the job search: the thank you note.