

# Job Search Strategies Express

## Course Description

*Job Search Strategies Express* provides an opportunity for immigrants to get preliminary information about the job search process in Canada. Clients will read about skills which make them more competitive for positions in the Canadian labour market. Participants progress through the topics listed below. Each unit covers a different topic and involves additional learning resources.

## Course Objective

To provide an opportunity for immigrants to become familiar with job search information and resources.

## Method of Instruction

Self-directed study; online

## Course Topics

- General Resume Writing
- Targeting Your Resume and Cover Letter
- Essential Skills and Transferable Skills
- Job Search Methods
- Marketing Yourself
- Preparing for Interviews
- After the Interview



## Time Required

12-24 hours

## Technology Required

- Latest version of one of the following browsers is recommended:
  - Firefox
  - Safari
  - Google Chrome
  - Internet Explorer
- Email: Outlook Express / Outlook / browser based package, i.e. (Gmail, Hotmail, Yahoo)
- Operating System: Windows XP or higher, Mac OS X or higher
- Latest version of Java and Adobe Flash
- Headset or Speakers
- PDF reader (such as Adobe Reader)
- High speed internet access

## Participant Criteria

Recommended Language Level: Canadian Language Benchmarks (CLB) 6 or higher (Intermediate)  
General/Academic IELTS – 5.5+ in all skill areas

## Evaluation

Upon completion of the course, clients are asked to complete an online evaluation.