

Success in Getting a Job Student Syllabus

Student Name _____ Date _____

	Assignment	Document	Completion Date
1	Introduction: Create an Online ePortfolio	Google Account, Drive Shared Folder	
2	Write a Professional Goal Plan	Professional Goal Plan	
3	Job Search Using the Occupational Outlook Handbook	Create a chart showing information about three jobs	
4	Fill Out an Application: paper and online	Paper and online applications	
5	Create a Resume,	Resume	
5.5	Cyber-safe Resume	Resume and summary	
6	Write a Cover Letter	Cover letter	
7	Interview Skills: Learn About and Answer Common Interview Questions	Answers to common interview questions, summary of videos	
8	Be Aware of Necessary Soft Skills: What not to do on your first day at work	Summaries of videos	
9	Create a Presentation	5 slide presentation	