

Your Career Essentials



Your Career Essentials Program Overview

1. **Career Transition Essentials**
 - Landing the career you want
 - Effective use of your time on the internet
2. **Resume Essentials**
 - Finding your career direction
 - Essential marketing material
 - Resume development
3. **Networking Essentials**
 - Exploring the **unpublished** job market
 - How to, where to, when to network
4. **Interview Essentials**
 - Conducting effective job interviews
 - Handling tough interview questions
5. **Negotiating Essentials**
 - Negotiating salary/compensation

Your Career Essentials Program Benefits

- Explore frequent job hunting blunders
- Dispel common myths & misconceptions
- Reduce job hunting frustrations
- Shorten job search campaign
- Find a career vs. just another job
- Differentiate yourself from the “herd”
- Develop a resume that really “sells”
- Have powerful and unique promotional material
- Know when, where & how to network
- Know how to approach the “unpublished market”
- Have professional interview preparation
- Use the internet effectively and efficiently

Your Career Essentials Program educates people in the most effective and efficient methods of career transitioning and job searches. It dispels confusing information and misconceptions about job hunting and the “unpublished market.”

Your Career Essentials Program is a program that can be delivered in modules and contains in-depth instruction in over 100 proven job hunting techniques. Upon completion of the program, attendees will be able to develop and practice a complete marketing plan for their career development.



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