

JOB SEARCH SKILLS

Have you ever thought about what you would like to do as a career or which organisation you would like to be working for? These are some questions we ask ourselves upon graduation or even at the mid-career point. This course is designed to help participants manage their careers and develop strategies to get the job desired.

Our Objectives

We aim to

- create awareness of the different means with which to identify prospective employers
- study and practise the use of the job application letter and resume
- examine and practise effective interviewing techniques

Your Profile

This course is suitable for all who are seeking a new career or a career change.

Your Results

At the end of this course, you should be able to:

- Set your career goals
- Find the job you want
- Develop an effective job application letter and resume
- Prepare well for the job interview

Our Methods

There will be plenty of hands on activities such as class discussions and role plays to make this course an enjoyable learning experience.

Our Trainers

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

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