

CAREER LAUNCH AND JOB SEARCH, CERTIFICATE OF COMPLETION

Requirements

The Career Launch and Job Search Certificate combines self-assessment knowledge with current career information to improve the skills needed to seek, obtain, maintain and change jobs. Students completing this certificate will learn to locate, evaluate, and interpret a broad range of career information. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision-making.

Code	Title	Units
PDW NC001	Personalized Career Planning	0
PDW NC002	Strategic Job Search	0
PDW NC003	Acing Your Interview	0
PDW NC004	Create a Compelling Cover Letter and Resume	0
PDW NC005	Leveraging LinkedIn for Your Job Search	0

Learning Outcomes

1. Define and clarify personal values, interests, personal preferences and skills.
2. Identify LinkedIn's components to create and define personal branding for employment and career goals.
3. Draft a personalized resume and cover letter specific to individual job search requirements
4. Define professional interview competencies and prepare a plan to increase success