

# Resumes that Win!



## Course Overview:

This course is designed to help students and graduates understand from a recruiter/potential employer's perspective the key considerations when building a resume that will catch attention quickly. The course covers expectations within the North American market, teaches a technique called goal job analysis to identify the key requirements of a target position, along with understanding how to identify and successfully communicate their most in-demand transferable skills. With this foundation in place, we then take a step-by-step journey to build a resume using one of our downloadable templates. From contact information to relevant experience through to polishing off and customizing the resume to a job ad, students and graduates will walk away from this course with a winning resume and skills for life!

## Lay the Foundation (Units 1 - 5)

- Unit 1 - The North American Resume (4 min)
- Unit 2 - Purpose of Your #1 Marketing Tool – Your Resume (5 min)
- Unit 3 - Think Like an Employer – Goal Job Analysis (5 min)
- Unit 4 - Showcase In-Demand Transferable Skills (6 min)
- Unit 5 - Choose Your Resume Layout and Style (8 min)

## Build Your Resume (Units 6 – 15)

- Unit 6 - Contact Info Trends (7 min)
- Unit 7 - Grab Attention with Your Opening Profile (8 min)
- Unit 8 - Awards and Recognition (3 min)
- Unit 9 - Education, Certification and Other Courses (5 min)
- Units 10-12 – Relevant Experience (26 min)
- Unit 13 - Technical Skills (5 min)
- Unit 14 - Volunteer and Community Involvement (4 min)
- Unit 15 - Languages, Other Skills and Interests (6 min)

## Customize and Action (Units 16 – 18)

- Unit 16 - Create a Keyword-Rich Resume (15 min)
- Unit 17 - File Formats, Application Tips and Design Ideas (8 min)
- Unit 18 - Impressive References (5 min)

## Course facts and features:

- Designed by career coaches with expertise both interviewing and coaching thousands of job seekers across multiple industries and professions
- On-demand and self-paced to suit any schedule
- Courses available 24/7 / 365 days a year on any device with an internet connection
- Stop, start, pause at your convenience
- Built in gamification awarding badges, levels, points and completion certificates
- Total time: 120 minutes over 18 units
- Includes 7 quizzes, 4 templates and 3 worksheets
- Build your resume as you progress using one of our provided resume templates