



Job Search Skills

SEHG-PD-7358 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Job Search Skills workshop. Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it? This course will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you'll be more than ready to start your search for your perfect job.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Define your objectives and purpose in your search for employment
- Help you establish SMART goals in the job-hunting process
- Assist you in developing a first month plan of action for your job search
- Craft an effective resume
- Form an attractive cover letter
- Develop and present a portfolio of your prior work

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Ready, Set, Go!**
 - Identifying Your Values and Purpose
 - Assessing Your Skills
 - Setting SMART Goals

- Building a Resource System
- A 30 Day Plan
- **Module 3 — Building Your Resume**
 - Basic Resume Formats
 - Dealing with Awkward Points
 - Checklist for Success
- **Module 4 — Polishing Your Resume**
 - Creating an Attractive Package
 - About Branding
 - Some Extra Touches
 - Checklist for Success
- **Module 5 — Writing a Cover Letter**
 - Types of Cover Letters
 - Creating a Template
 - Customizing the Template
 - Checklist for Success
- **Module 6 — Creating a Portfolio**
 - When Do I Need a Portfolio?
 - Types of Portfolios
 - Essential Elements
 - Checklist for Success
- **Module 7 — Networking Skills**
 - What is Networking?
 - Getting a Conversation Started
 - But I'm So Nervous!
 - Wrapping Up and Moving On
- **Module 8 — Skills for Success**
 - Being Organized
 - Becoming a Punctual Person
 - I Can Do This!
 - Important Etiquette Points
- **Module 9 — Where to Look?**
 - The Obvious Places
 - The Hidden Job Market
 - About Cold Calling
 - The Power of Networking
- **Module 10 — Understanding the Interview**
 - Types of Interviews
 - What to Expect
 - About Behavioral Questions
 - About Knowledge Questions
- **Module 11 — Interview Skills**
 - Dressing for Success
 - Answering Questions
 - Asking Questions
 - Following Up
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-7358 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.