COURSE SYLLABUS

Resume Writing and Interview Skills Course

This practical, interactive course helps job seekers craft a strong resume tailored to a specific job. Participants will learn how to highlight skills, job experience, and accomplishments that address a potential employer's needs. Participants will also learn resume writing techniques that demonstrate their ability to help solve an employer's problems from day one. Additionally, the course provides direction on preparing and delivering a confident "elevator speech" for the interview stage and handling common questions in both mock and real-life job interview scenarios. Participants will give and receive feedback to sharpen both writing and presentation skills, improving their ability to stand out in the selection process.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/resume-writing-and-interview-skills



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Crafting a Resume That Works

- Identify and articulate recent accomplishments using specific, results-driven language
- Brainstorm and organize past successes to match professional goals
- Use feedback to strengthen resume content and tone
- Develop resume entries that speak to potential employer needs

Module 2: Analyzing Job Descriptions and Customizing Content

- Break down job descriptions to identify key skills and qualifications
- Customize resume language and structure to match job requirements
- Align resume objectives and accomplishments with employer priorities

Module 3: Mastering Your Elevator Pitch

- Create a concise, impactful 30-second self-introduction
- Use prior accomplishments to showcase personal value in pitch format
- Practice delivering elevator speeches with peer feedback and refinement

Module 4: Giving a STAR Performance in a Job Interview

- Prepare responses to common and challenging interview questions using the STAR method
- Develop thoughtful questions to ask interviewers

- Practice delivering confident answers in mock interview settings
- Create a post-course action plan for continuous improvement