301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Creating A Job Portfolio Training

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' instructor-led Creating a Job Portfolio course teaches Federal Employees how to prepare for an interview with a fully developed package of credentials and materials. This training teaches participants how to:

- Use descriptive language
- Create Cover letters
- Create Resumes
- Personalize career portfolios

There are no prerequisites for this course.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Overview

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

Who Are You?

- Exploration
- Self-description

Writing the Resume

- Essential ingredients
- Writing the resume

Creating a Noticeable Package

- Personal branding
- Types of resumes

Cover Letters

- Essential ingredients
- The Writing

Getting into the Flow

The Portfolio

- Essential components
- Designing your portfolio

Refining and Perfecting

Dealing with Awkward Points

- Gaps in your resume
- Pre-employment testing

Getting to a New Job in 60 Days

- 60 days to a new job
- Getting the lead out

Goal Setting

- Creating a plan
- Choosing your references

Thank-You Notes

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,095**

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ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Creating A Job Portfolio Training**

- 1 days instructor-led training
- Creating A Job Portfolio Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*