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PHOENIX TS

Creating A Job Portfolio Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

Our 1-day, instructor-led Creating A Job Portfolio Training course examines the value of entering an interview with a fully developed package of credentials and materials. This training teaches students how to do the following:

- Learn to use descriptive language
- Write cover letters
- Write resumes
- Create personalized career portfolios

There are no prerequisites for this course.

Course Outline

Overview

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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Starting at **\$1,095**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)



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*