**Job English**

**Instructor:** Brian Ridgeway

**Target Level:** For all levels

**Time:** 3:00-3:50

**Course Description:** This two-week course is focused on helping students land their first entry-level job. Students will learn about resumes, cover letters, personal statements, and job interview techniques.

**Course Objectives:**

* Craft a resume and cover letter that will attract the attention of employers.
* Prepare answers to job-interview questions commonly asked by hiring managers.
* Critically self-evaluate strengths and build confidence.

**Schedule:**

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| Day 1 | Introductions / Business Writing |
| Day 2 | Resume Formats and What to Include |
| Day 3 | Cover Letters and Personal Statements |
| Day 4 | Typical Interview Formats/Commonly-asked Questions |
| Day 5 | **Resume/Cover Letter** and Peer Editing |
| Day 6 | Preparation, Poise, and Rapport |
| Day 7 | **In-class Job Interviews** |
| Day 8 | **In-class Job Interviews** |