

CDPVTC Ancillary Services

Job-Seeking Skills & Job Placement

The Job-Seeking Skills Class is a comprehensive program designed to equip students with the essential tools and techniques needed to excel in the job market. The course covers a wide range of topics, ensuring that participants are well prepared to secure employment and thrive in their careers.



Expectations and Requirements

Consumers learn they will be expected to display the following traits at all times while on the job:

- Punctuality and dependability
- Attention to detail and accuracy
- Cooperation
- Ability to actively listen
- Capacity to communicate effectively
- Self-control



Learning Objectives & Goals

Soft Skills Development

Eye Contact & Body Language

Learn the importance of non-verbal communication in making a positive impression

Communication Skills

Practice articulating thoughts clearly and professionally in various scenarios

Resume Building

Crafting a Standout Resume

Gain hands-on experience in creating a professional resume that highlights your skills, achievements, and work experience

Personal Branding: Learn how to present yourself effectively on paper to capture the attention of potential employers

Mock Application

Application Process

Walk through the process of completing job applications, from filling out forms to submitting required documents



Mock Interviews

Practice Makes Perfect

Participate in simulated interviews to refine your responses, receive constructive feedback, and build confidence

Job Fairs and Career Fairs

Networking Opportunities

Discover how to make the most of job and career fairs, including strategies for approaching potential employers and presenting yourself professionally

Portfolio Creation

Comprehensive Portfolio

Assemble a portfolio that includes your resume, letters of recommendation, and credentials earned at Carl D. Perkins Vocational Training Center, showcasing your qualifications and achievements to prospective employers

Creating an Indeed Account

Online Job Search

Set up and optimize your Indeed account, a crucial tool for finding and applying to job openings

Applying for Jobs

Targeted Job Search

Use job search strategies to identify and apply for positions in your local area, tailored to your skills and career goals

Proper Dress and Attire

Professional Appearance

Understand the importance of dressing appropriately for interviews and workplace settings and receive guidance on choosing attire that aligns with industry standards

Interview Skills

Answering Interview Questions

Master techniques for answering common interview questions effectively, showcasing your qualifications and fit for the role

Interview Etiquette

Learn best practices for behavior and responses during interviews to make a lasting positive impression



To learn more about this program and others, please scan the QR code.

