



TE-palvelut
tjänster | services

te-palvelut.fi

JOB HUNTING – online course

Improve your job hunting skills in 5 days

Time: June 10 – June 14, 2019
9 am to 3:15 pm

Do you need information about current job hunting techniques? Do you face challenges when writing an application letter? Do you feel it's difficult to bring out your abilities when writing a resume? Is there room for improvement in your knowledge about the hidden job market and different channels for your job search? If yes, then this training is meant for you.

The training will improve your job hunting skills and prepare you for your job search. You'll understand the job application process and learn how to use different channels for your job hunt. You'll also learn how to write documents for your job search.

The course will be implemented online. You'll need a computer, an internet connection and the possibility to answer your phone during the day. You'll also need a word processing program (e.g. Word, Open Office etc.) and a PDF reader (Adobe Reader). You'll be given personal guidance and you'll also get the chance to discuss with other participants. Some of the guidance will be given verbally, so you need to be in a place where you can answer your phone when needed.

You will need your access codes!
(The ones you use for your bank account.)

The content of the course

- using our online services
- information about the job market & career possibilities
- your professional strengths and development needs
- online services for your job search incl. filling out and submitting online applications and how to write application letters and resumes
- writing and publishing a presentation of yourself on CV-netti
- hidden jobs and targeted job search
- first impression and job interviews
- how to engage with employers
- writing your employment plan



JOB SEARCH TRAINING

How to join the training?

The training is intended for jobseekers (of Pohjanmaa TE-services), who want guidance and support in their job hunt, the use of job search channels, the writing of application letters and resumes, as well as in finding their strengths.

You can sign up for the training by e-mail. Send the e-mail to kirjaamo.pohjanmaa@te-toimisto.fi

Sign up fast – only limited number of places available!



More information:

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claudia.larkka@unic-palvelut.fi