



PRE-EMPLOYMENT STRATEGIES

OVERVIEW

This module focuses on the master tips in preparing a cover letter and resume as well as preparing for job a job interview. After completing this module, the participants will have an edge over other applicants; hence, increasing the likelihood of getting hired.

TARGET PARTICIPANTS

Graduating students, Fresh graduates, Professionals

OBJECTIVES

By the end of the module, the participants should have been able to:

- Identify the parts and features of an effective cover letter and resume
- Design a cover letter and resume that projects professional image
- Write an effective cover letter that is aligned to job requirements
- Identify the types of resume
- Write a resume appropriate to current qualifications
- Answer the interview questions accurately and confidently
- Apply the job interview best practices
- Observe interview etiquette

COURSE OUTLINE

Module 1 – Writing an Effective Cover Letter

- Parts and features of an effective cover letter
- Designing a cover letter that projects professional image
- Master tips in writing the content of a cover letter

Module 2 – Writing a Resume that Stands Out

- Parts and features of an effective resume
- Types of resume
- Designing a resume that projects professional image
- Dos and don'ts in writing a resume

Module 3 – Job Interview Strategies

- Stages of an interview
- Types of interview
- Ethics in job interview
- How to answer interview questions
- Effective strategies before, during, and after an interview

SEMINAR FEE: Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

TERMS ON PAYMENT:

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

CANCELLATIONS

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at www.ilearnph.com. You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through admin@ilearnph.com

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