

Professional Interview & Resume Writing Course

Statement of Purpose:

This course is designed to assist civilian and sworn personnel gain more knowledge and confidence with interviewing and resume writing. Throughout the class, students explore researching a position, the testing process, resume considerations and participate in mock interviews.

- I. Resume Writing
 - A) Advertising yourself
 - B) Internal resume versus standard resume
 - C) Internal resume versus SPD 251
 - D) Breakout groups
 - a. Discuss current resume in group setting

- II. The Position
 - A) Researching
 - B) Timing
 - C) The position posting itself, key words

- III. The Interview
 - A) Mock interviews / Studying
 - B) Seeking help
 - C) Styles
 - D) The panel
 - a. Who will you be testing with
 - b. How many individuals will be on the panel
 - E) The Interview
 - a. How to go about the interview
 - F) The testing process
 - a. Feedback

- IV. Mock Interviews
 - A) Practice in groups
 - B) View others interview
 - C) Participate in interview