

Common Course Outline
RECR 171
Professional Job Search Skills & Techniques
1 Semester Hour

The Community College of Baltimore County

Description

RECR 171 – 1 credit- Professional Job Search Skills & Techniques covers topics such as resume writing, cover letter construction, interviewing, techniques for filling out employment applications such the federal and state forms, and job search techniques. The course also familiarizes the student with the requirements and procedure for successfully completing the supervised field experience (RECR 273). 1 credit: 1 lecture hour per week. Prerequisite: RNDG 052 and ENGL 052

Overall Course Objectives

Upon completion of this course the student will be able to:

- 1) be prepared to successfully complete the Directed Practice experience;
- 2) successfully perform the application and verification tasks needed to acquire a professional position in the field;
- 3) write personal and career objectives and evaluate progress on toward achieving them;
- 4) develop and maintain a curriculum vitae,
- 5) correctly conduct a job inquiry by writing a professional cover letter and resume, and correctly completing a job application;
- 6) perform successful interviewing skills;
- 7) develop a professional portfolio;
- 8) locate possible choices of agencies for Directed Practice within his/her interest area, and
- 9) meet potential supervisors and/or employers for Directed Practice.

Major Topics

- I. Assessment of personal and career interests
- II. Writing objectives and developing time lines
- III. Biographical (Curriculum) vitae development and maintenance
- IV. Resume construction
- V. Writing letters of inquiry, cover letters
- VI. Achieving emphasis and balance in typing presentation
- VII. Techniques for completing employment applications
- VIII. The interview process
- IX. Mock interviews
- X. Developing a professional portfolio
- XI. Familiarization with the Directed Practice Process
- XII. Evaluation of progress toward goals and objective achievement

Course Requirements

Grading/exams/writing assignments: Grading procedures will be determined by the individual faculty member but will include the following:

- ◆ Readings and exercises which include
 - Completing exercises in the text/workbook;
 - Writing objectives and a time line related to Directed Practice;
 - Writing a biographical vitae;
 - Writing a resume;
 - Writing a cover letter;
 - Completing two government applications (state and federal);
 - Participating in two mock interviews (as interviewer and as interviewee);
 - Creating a professional portfolio;
 - Creating three job application packets, which include cover letters, resumes, and employment applications; and
 - Critically evaluating progress on objectives written at start of the term.
- ◆ There is one final exam covering the entire course.