Get The Job You Want

**Career Management & Planning**  
Week After Graduation or Week Before Instruction
- Review of previous knowledge
- Brief review of short and long term goals
- Career Dreams and Wish List
- Turn the dreams into action – develop action plan
- Homework for Session 2 – Bring a draft resume to class

**Building Your Resume Package**
- Conduct company and desired industry specific research
- Classwork: Write Your Resume and Cover Letter in class
- In class feedback and critique of started resumes
- Homework for Session 3 – Bring pictures of potential interview outfits or wear your interview attire to class!

**Preparing for Interviews**
- Select an Interview Outfit (participants will be encouraged to wear their outfits to class or bring a picture)
- Practice Interviews
- Write a Thank-you Note template
- Homework for Session 4 – Bring examples of work products

**Putting it all Together**
- Assembling a career portfolio (paper, website, social media, etc.)
- Marketing yourself to prospective employers
- Final opportunity for resume/interview/portfolio feedback
- Review of Course Concepts
- Post-test

---

**Education**
Open to all students and learners

---

**Office of Continuing Education and Training**
Global Learning & Development

- Web continuinged.kapiolani.hawaii.edu
- Email kccocet@hawaii.edu

**Profile**

- Graduating students transitioning to the workplace and/or applying for internships
- Students who have attended KapCC SOS Job Readiness Workshop series
- Individuals seeking a promotion or changing career
- Individuals re-entering the work force

**Applicable Skills**

- Completed Resume
- Mock Interview
- Professionalism
- Employment Trends
- Diversity Awareness
- Career Portfolio

**References**

Kapi`olani Community College OCET | Global Learning & Development
kccocet@hawaii.edu | continuinged.kapiolani.hawaii.edu

Kapi`olani Community College OCET | Registration
(808) 734-9211
continuinged.kapiolani.hawaii.edu/business-professional-development/

An Equal Opportunity/Affirmative Action Institution