



**ENHANCE YOUR
CAREER PROSPECTS
WITH A**



**CAREER
BUILDING
COURSE**

WHY TAKE A CAREER BUILDING COURSE?

Career building allows individuals to refine their skills, expand their knowledge base, and stay competitive in the job market. It can also lead to personal development, as well as improved job security and financial stability by opening up opportunities for higher-paying positions. Our career building courses are designed to help you achieve long-term personal and career goals, which will ultimately make you a more valuable asset to any organization.

WHAT WILL I LEARN?

The career building category includes seven courses that will teach you skills such as:

- **Ace Your Job Search!** - Develop more effective resumes and cover letters
- **Networking For Success** - Identify and utilize different networking tools, practices, and resources
- **Veterans Career Advantage** - Learn career advancement strategies and practical tips directly from other veterans and hiring managers
- **Personal Branding** - Describe how to develop, maintain, and protect your personal brand
- **Personal Finance** - Manage your personal finances confidently and improve your credit
- **The First 30 Days** - Explain what managers look for when employees start a job and outline best practices for the first 30 days on the job
- **Finding Purpose in Your Career** - Identify your interests, your priorities, and ways to work well with others in order to cultivate strong workplace relationships

For more information and a complete list of courses, visit:

CAREER BUILDING COURSES

The courses in our career building category include:

Ace Your Job Search!

This introductory-level course helps learners craft a targeted and effective resume, master interviewing skills, and formulate winning answers to difficult interview questions.

Networking For Success

This course will help you improve your personal and professional networking skills, such as best practices and effective techniques for becoming a confident networker.

Veterans Career Advantage

This course focuses on career planning and skills development for military veterans, such as resume writing and strategies for having a successful interview.

Personal Branding

This course teaches learners how to cultivate their professional brand, such as how to craft one's personal brand online and offline and the best methods for communicating one's personal brand to clients, employers, and other industry professionals.

Personal Finance

This course will familiarize you with—and in some cases introduce you to—the basics of personal finance, such as budgeting, setting financial goals, and understanding your credit.

The First 30 Days

This course will help you prepare for your first thirty days on the job, laying the groundwork for a successful tenure in your new role and at the organization.

Finding Purpose in Your Career

This course prompts you to examine various job settings and functions, comparing each against your own preferences, values, and expectations, in order to determine the best job fit for you.

The Career Building Category is available 100% online.

The courses included in this category also carry:

HRCI Credits | IACET CEUs | ATD CI Credits | SHRM PDCs

For more information and a complete list of courses, visit: