



JOB READINESS SKILLS

ACCES Employment has partnered with **IBM** to provide you with free premium access to an online learning platform, **SkillsBuild**.

SkillsBuild has courses on various topics including technology, job search, mindfulness, career development, communication and much more.

Dive into the world of essential job readiness skills through our captivating learning channel. Get ready to polish your resume, fine-tune your interview prep skills, and learn how to present yourself on social media for job search purposes – all in just a few engaging activities.

Start learning today with ACCES Employment and IBM SkillsBuild!



JOB APPLICATION ESSENTIALS

Create a Great Professional Resume

Leverage the things employers look for while you write a resume that can power up your job search.

Follow the steps in these topics:

- Determine the goals of your resume
- Ensure your resume makes a good impression
- Create the different sections of your resume
- Fine-tune your resume

Ace Your Professional Interview

Prepare for your job interview by practicing the most important interviewing skills.

Dig into these topics:

- Review the company and the job before interviewing
- Plan to answer three tough questions
- Practice answering common questions
- Plan your interview day
- Follow-up after your interview

Develop Your Brand Using Social Media

Manage the influence of social media and how it could hurt (or help!) your job search.

Explore these topics:

- How will you tell your story?
- Create your "workplace brand"
- Create your workplace tagline
- Where will you plant your workplace brand?
- How will you make your workplace brand grow?

Join us for ACCES monthly workshops on interview and resume development with the power of ChatGPT! Elevate your career prospects by learning valuable insights and tips from our ACCES team. Click here: <https://acesemployment.ca/events> on our ACCES event page to register for our next IBM SkillsBuild workshop.



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