



ONLINE / ON-DEMAND COURSES



PGA of Canada members can now access online/on-demand job search related courses from **eLoft Careers** to support their job market success! Courses are designed for those early in their careers to ensure they put their best foot forward in today's competitive job market.

These on-demand courses are available

24/7, 365 DAYS A YEAR

Switch between devices and complete courses at your pace.

COURSES ARE AVAILABLE FOR 30 DAYS AFTER PURCHASE.

UNTIL MARCH 31, 2018

Members receive **55% OFF** any course/bundle plus free access to **'Interview to Land'** for 30 days when it launches on April 1, 2018

ON APRIL 1, 2018 ONWARDS

Members receive **25% OFF** any course/bundle purchased

COURSES INCLUDE:

- Standout Cover Letters - 7 Unit Series
- Resumes that Win! - 18 Unit Series
- Launching April 1, 2018 and **free** for 30 days is **'Interview to Land'**

CLICK HERE FOR COURSE LEARNING OUTCOMES

AT CHECKOUT USE DISCOUNT CODE:

PGASAVE

FOR MORE INFO OR TO PURCHASE COURSES:

CLICK HERE

COURSE LEARNING OUTCOMES

STANDOUT COVER LETTERS

(70 minutes plus 2-3 hours of homework, quizzes and cover letter writing)

- This course covers everything you need to know to craft a standout cover letter that will catch the eye of a recruiter or potential employer!
- During this course you will learn about the expectations within the North American market and a technique to identify and communicate your match with the job requirements, highlighting your top sellers, along with some sample cover letter formats that you can use as a base for your own customized letters.
- You will experience an example of a bad response to an ad followed by a great response so that you can easily see how a standout cover letter can help you to win the interview
- With this foundation in place, you will go on a step-by-step journey to craft your own cover letter using an easy 3 paragraph approach. You'll gather lots of ideas and examples to trigger your creativity so that you can customize your letter to your specific goal job
- From start to finish you will learn how to write a standout cover letter for each and every opportunity; a skill you can apply throughout your career!

RESUMES THAT WIN!

(120 minutes plus 3-4 hours of homework, quizzes and resume building)

- This course covers all aspects to successfully build a resume that will accelerate your chances of winning the interview
- You will understand from a recruiter/potential employer's perspective the key considerations when building a resume that will catch attention quickly
- You will learn about the expectations within the North American market and a technique called goal job analysis to identify the key requirements of your target position
- You will learn how to identify and successfully communicate your most in-demand transferable skills
- With this foundation in place, you will go on a step-by-step journey to build your resume using a downloadable template. From contact information to relevant experience through to polishing off and customizing your resume to a job ad, you will walk away from this course with a winning resume and skills for life!

INTERVIEW TO LAND

(approx. 120 minutes plus 3-4 hours of homework and quizzes)

- The course will prepare you for several types of interviews (e.g. Skype/Video, Panel, One-On-One, Phone, Technical, Casual/Meal etc.)
- You will learn about common and unconventional questions and how to respond effectively
- You will learn about behavioural based interview methodology and how to use the STAR method to respond
- You will gain an understanding of the tests you can expect, questions to ask in the interview and best practice preparation and follow-up strategies
- You will learn tips on managing first impressions, body language and building rapport
- Finally you will walk away from this experience ready to perform at your best in your next interview and accelerate your chances of landing the job!