What will I learn in It's Your Job?

1.	**Find the ideal job... for you**	Identifying a suitable career through different types of aptitude test; investigating a variety of career possibilities; channels for finding a job: job boards, recruitment agencies, trade associations, contacting an employer directly.
2.	**The perfect resume**	Understanding the nature and function of a resume: how does the employer use it? Building up a resume through asking and answering questions, presentation and formatting of a resume: presentation and practice.
3.	**Cover letters that work**	Understanding the purpose and psychology of a cover letter; how to research a company and analyse the job advertisement; avoiding the bland cover letter; using appropriate language and style; tips for catching the recruiter's eye.
4.	**Prepare for the interview**	An insight into the psychology of the recruiter; the importance of gathering detailed knowledge of the organisation; practice in researching different organisations; practical preparation: when to arrive, what to wear.
5.	**Handling difficult questions**	Using the job advertisement to predict interview questions; analysing your resume to predict questions; how to deal with 'trick' questions; questions the candidate should and should not ask the recruiter.
6.	**Effective follow-up**	Immediate follow-up, straight after the interview: checklist of notes, and the follow-up email; dealing with the offer, and with rejection; the basics of negotiating salary and benefits: what to do, and what not to do.
7.	**Surviving psychometric tests**	What are psychometric tests? Practice in four types of test: verbal reasoning, numerical reasoning, spatial reasoning, personality tests; how to prepare for different aspects of psychometric tests; work sampling and career-specific tests.
8.	**Body language: why it matters**	Background to body language and why it is important; looking at specific areas of body language: eye contact, handshakes and other greetings, posture; dealing with nerves; interpreting the body language of the recruiter.
9.	**Perform in group discussions**	Understanding why recruiters use panel interview and group interviews; interacting with groups; analysing two case studies: behavioural and task-based interviews; how to perform – and succeed – in a group discussion.
10.	**Technology: friend or foe?**	The perils of technology: managing your digital footprint; using your mobile phone effectively; investigating a variety of recruitment sites; intelligent use of email; email netiquette; using the Internet for research: websites, blogs and blacklists.