

CERTIFICATE OF ACHIEVEMENT

Name Cedric

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**Has successfully completed 18 learning module(s)
within the Skills to Succeed Academy.**

CONGRATULATIONS!

**You are building skills for the future and for
success in your jobseeking journey.**

Date 5 Dec 2023

Completed modules:

Choose a Career

3. Why Do You Want To Be A...?
5. Find Your Future
6. Get Some Experience
4. What Makes You Tick?

Getting a Job

3. Who Can Help You?
8. Do Your Research
13. Tailor Your Resume
5. Identify Your Skills
9. To Apply or Not to Apply?
14. The Application Form
6. Create Your Resume
10. Test Drive the CAR Technique
15. A Better Cover Letter
7. Work Your Network
11. The Selection Process
20. Online Professional Presence

Technology at Work

7. Working Efficiently
8. Virtual Communication