English for Career Development is a course created by the University of Pennsylvania. This course is aimed at people who are not native speakers of English and who want to advance their career in the global marketplace. In each unit, teachers will focus on a different step of the job application process.

The first block of this course introduces the process of applying for a job in the United States and helps identify the types of employment that match the interests and skills of students.

The second unit says about how to prepare a professional resume. Describes the main components of a resume. Then we write our own resume. This section allows to practice some of the constructs that are commonly used in a resume, such as key terms and action words.

Unit 3 contains video lectures and articles that will help to understand how to write clearly and concisely, connect one’s skills to the job description, and follow standard format guidelines.

The final unit of the course focuses on networking and interview skills. Through several video lectures and sample media, we will learn about the importance of networking and how to deliver a networking elevator speech appropriately.

I liked this course and the way the instructors address the importance of little details that can make a huge difference between getting or not a new dreamed job as the cover letter for example, and I loved the interview example videos, what to do, what not to do, how to properly answer the questions the interviewer may ask you, in conclusion, how to ace any job interview.