



LEARNER RECORD

Learner Details



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Total Study Time:

0:29:07

Enrolled Courses



Progress
0%

Job Search Skills - Preparing Your Resume and Cover Letter - Revised

This free online course first breaks down the job application process, so you can ensure that you identify and apply for the right job. It then goes through the essential elements of a resume, showing you how to design a professional header and layout, write a concise outline of your background, and format your resume differently depending on what kind of job you are applying for. Then you will learn about the cover letter planning and design, before giving you the examples to work with.



Progress
33%

Interpersonal Skills - Advanced Soft Skills

This free online Interpersonal Skills - Advanced Soft Skills course will help you to upgrade your interpersonal skills set to achieve personal success in the workplace and in personal relationships. This course will begin with a discussion on the elements and dimensions of emotional intelligence and various ways of improving your emotional intelligence quotient (EQ).

Dr. Eric Corbett

Director of Certification

