

Postgraduate Diploma Résumé Design and Job Interviews in English





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- » Modality: online
- » Duration: 6 months
- » Certificate: TECH Global University
- » Credits: 18 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: www.techtute.com/us/school-of-languages/postgraduate-diploma/postgraduate-diploma-resume-design-job-interviews-english

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01

Introduction

The first step towards getting a job is to pass the interview. Nowadays, and due to the global environment in which companies operate, more and more companies are deciding to test the candidate's English language skills in this selection process. This TECH academic program prepares students to write a resume and cover letter in English, but, above all, it trains them to be able to pass a job interview in English, during which they must highlight their personal skills, training and experience.





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A large number of job offers require knowledge of English. Don't let this become an obstacle to your career and learn from native teachers"

English has become the great challenge for many professionals who wish to improve their employment situation, but who are at a disadvantage in the selection processes because they do not have sufficient knowledge of English to communicate fluently. For this reason, understanding market demands, more and more people are looking for programs to improve their level of English in an effective way.

This Postgraduate Diploma from TECH aims to cover this academic demand with a first-class program, developed by native teachers and offering students interactive and efficient resources from a methodological perspective for the acquisition of specific knowledge, as well as linguistic and intercultural resources that can be applied in everyday life. The program therefore focuses on the most basic issues for gaining access to a job: curriculum vitae and interview. Therefore, students will be taught to write a CV and cover letter. In addition, they will be introduced to the most appropriate communication concepts and strategies for starting a conversation during a job interview, so that the candidate knows how to describe their personal situation, their training and experience, or the job-related skills they have.

This Postgraduate Diploma will therefore become the perfect combination of autonomous work, classes with highly qualified native speakers and top-quality teaching material, all applied to the 21st century labor situation. A program that will help students take the career leap they desire, and in a 100% online format, essential for combining study time with other work and personal obligations. Thus, to access all the program's resources they will only need a computer or mobile device with an Internet connection.

This **Postgraduate Diploma in Résumé Design and Job Interviews in English** contains the most complete and up-to-date program available. Its most notable features are:

- ♦ Practical case studies presented by English teachers
- ♦ The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ♦ Practical exercises where the self-assessment process can be carried out to improve learning
- ♦ Special emphasis on innovative methodologies for teaching languages
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Access to content from any fixed or portable device with an Internet connection



The Postgraduate Diploma teachers will prepare you for the workplace with different comprehension, expression and interactive written and speaking activities"

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Speaking English is imperative in the business world, so this Postgraduate Diploma will be an essential aid for your professional growth”

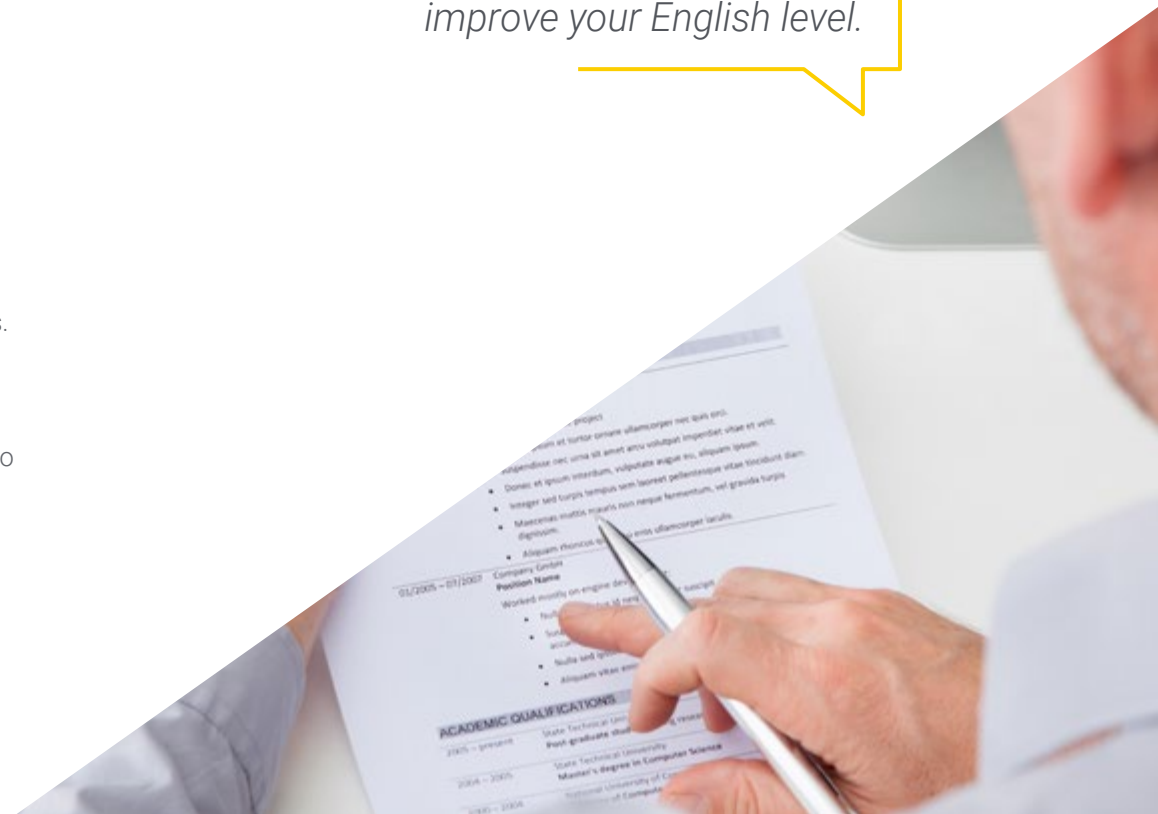
Its teaching staff includes native English teachers, who bring to this program the experience of their work, as well as recognized specialists from leading societies and prestigious universities.

Its multimedia content, developed with the latest educational technology, will provide professionals with situated and contextualized learning, that is, a simulated environment that will provide immersive study set up to train them in real-life situations.

This program is designed around Problem-Based Learning, whereby the student must try to solve the different professional practice situations that arise throughout the program. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

Don't let English be a handicap in your job search. With the help of this program, acquire the skills to hold simple conversations.

A 100% online program, taught by native teachers, that will help you improve your English level.



02 Objectives

The main objective of this TECH Postgraduate Diploma is to provide students with the specific knowledge to be able to communicate in English on a basic level, especially when doing job interviews, as well as learning how to write their resume and cover letter in English. This is how students will acquire the ability to describe their skills and competencies and to make a personal presentation on their education and work experience.





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*Learn to communicate easily
in English and lose your fear
of public speaking”*



General Objectives

- ♦ Solve basic and simple communicative tasks in order to carry out their functions, both in a work environment and in everyday situations
- ♦ Interact and express yourself in these situations in an independent and adequate manner, in a standard register in written and oral communication
- ♦ Define the most relevant social aspects of everyday life situations and recognize the most common forms of social relationships
- ♦ Use the linguistic resources required to manage in workplace communication situations
- ♦ Develop resources and tools that enable them to assess and improve their own learning and use of the language
- ♦ Have the ability to understand the main points of clear texts written in standard language if they are about familiar matters, whether in work, study or leisure situations
- ♦ Know how to cope in most of the situations that may arise in the workplace where English is used as the lingua franca
- ♦ Be able to produce simple and coherent texts on topics that they are familiar with in the work or in which they have a personal interest
- ♦ Be able to describe work experiences, events, wishes and aspirations, as well as briefly justify their opinions or explain their work plans





Specific Objectives

Module 1. Introducing Yourself and Your Skills

- ♦ Be able to speak fluently about personal and professional traits.
- ♦ Fluently describe your skills and your weaknesses
- ♦ Understand vocabulary related to useful skills for a job position
- ♦ In the work environment, use simple formal expressions in conversations with people you don't know

Module 2. Job Interviews, Educational Background and Work Experience

- ♦ Be able to speak generally about professional and academic background, using explanations in past, present and future tenses
- ♦ Perform well at a job interview and be familiar with the standard basic and common vocabulary related to their educational background, job position and work experience
- ♦ Be able to react appropriately to common and routine questions you may be asked
- ♦ Use some discursive resources that help you avoid mental blocks when you forget something

Module 3. Job description and Work Environment

- ♦ Be able to understand and express yourself in a multicultural work environment as long as standard language is being used
- ♦ Understand and know how to use certain formal expressions appropriate when communicating with people from different cultural backgrounds
- ♦ General description of simple tasks associated with a new position
- ♦ Use some modal verbs and expressions of modality
- ♦ Be able to use a limited vocabulary related to personal and work characteristics of co-workers



*Design your CV in English
and open the doors to the
international job market"*

03

Structure and Content

The main thing towards trying to get a job is to pass the interview. But, when it is in English, nerves can get the better of you when you don't have the resources to act calmly and demonstrate your professional worth. This Postgraduate Diploma syllabus has been designed so that students will be able to introduce themselves and demonstrate their interview skills, as well as describe the job position and fit into a new work environment using simple, but accurate, communication.



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*By completing this program
you will be able to initiate
conversations in personal
and work settings"*

Module 1. Introducing Yourself and Your Skills

- 1.1. General Personal Introduction
- 1.2. Personal Strengths
- 1.3. Weaknesses and Area for Improvement
- 1.4. Free Time and Hobbies
- 1.5. Likes and Dislikes
- 1.6. Personal Routines
- 1.7. Work Routines
- 1.8. Useful Skills for the Position
- 1.9. Introduction to Describing Future Projects
- 1.10. Formality When Starting a Conversation

Module 2. Job Interviews, Educational Background and Work Experience

- 2.1. Your Resume in English and Cover Letter Preparation
- 2.2. Secondary and Higher Education
- 2.3. Interview Formality
- 2.4. General Conversation with the Interviewer
- 2.5. Introduction to Job Descriptions
- 2.6. Tasks and Vocabulary Related to the Position
- 2.7. Job-Related Skills
- 2.8. Academic and Work Preferences
- 2.9. Speaking Simply About Work Experiences
- 2.10. Speaking Simply About Personal Experiences



Module 3. Job description and Work Environment

- 3.1. Starting in a New Job: Cross-Cultural Onboarding
- 3.2. Formal Greetings and Farewells
- 3.3. Simple Tasks in a New Position
- 3.4. Probation Period and Training
- 3.5. Simple Descriptions of Job Duties and Obligations
- 3.6. Physical Description of the Workstation
- 3.7. How to Paraphrase Simple Ideas
- 3.8. Introduction to the Work Environment and Social-Environmental Factors
- 3.9. General Notions on Collaboration and Teamwork
- 3.10. Error Management and Frustration Tolerance

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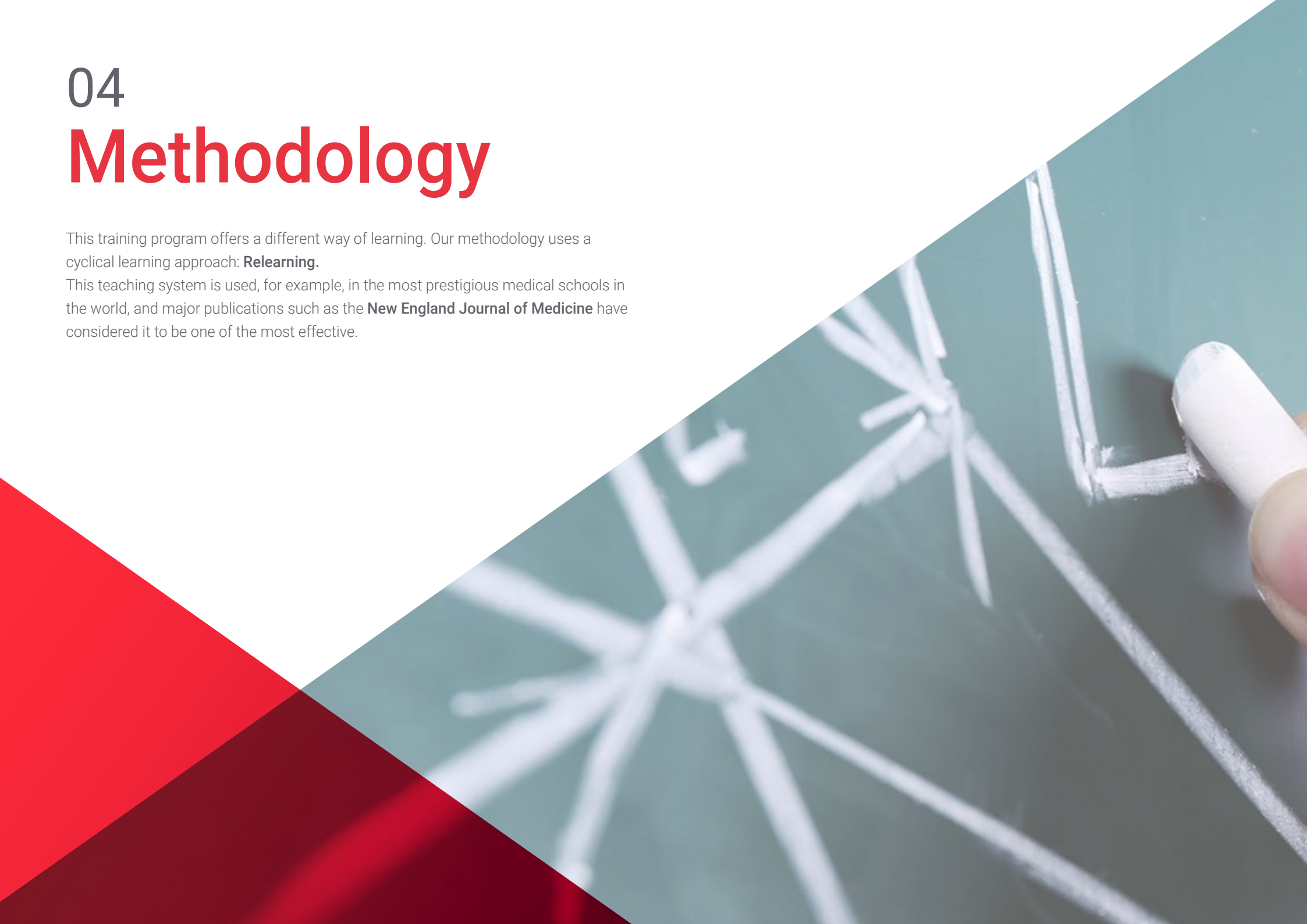
A first-rate academic itinerary, visiting the main tools for writing a curriculum in english”

04

Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





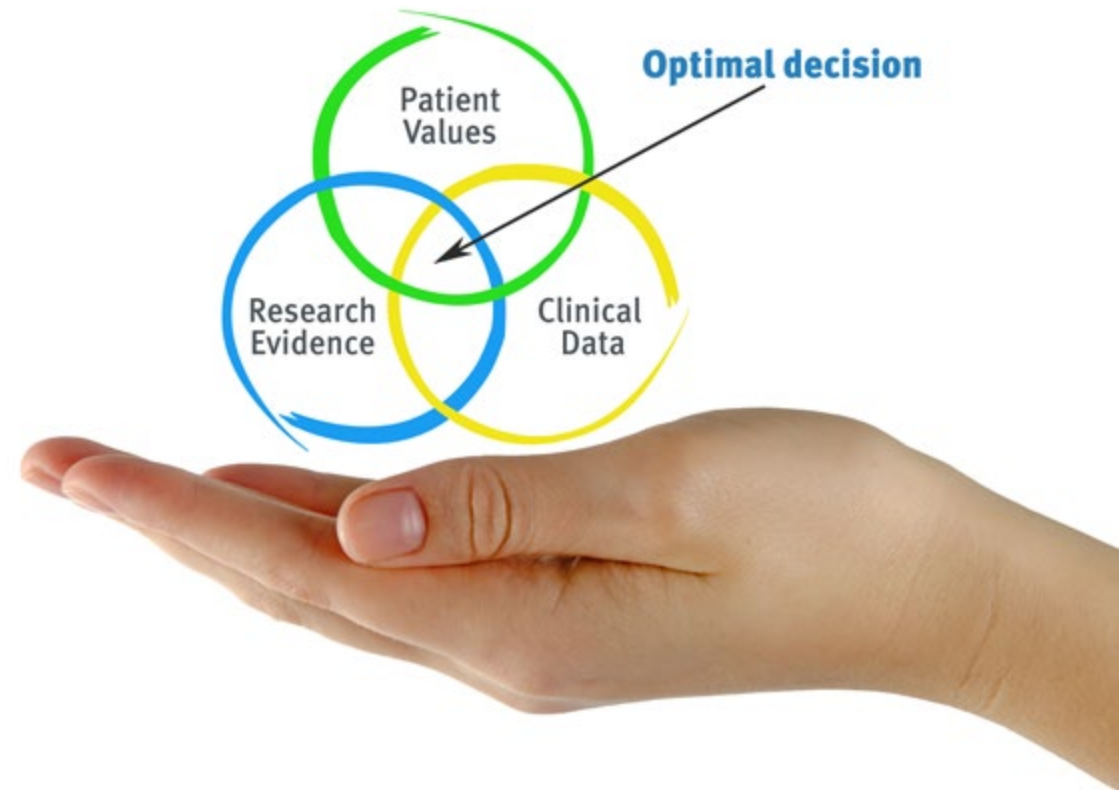
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Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.



It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.

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Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method”

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.



Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.

At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.



Interactive Summaries

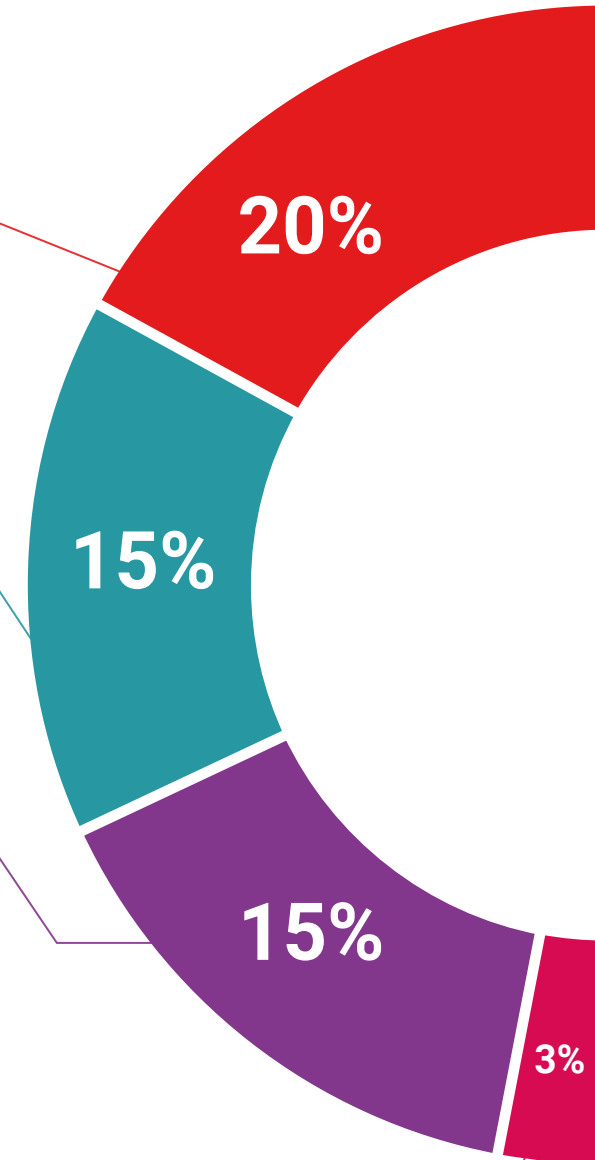
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

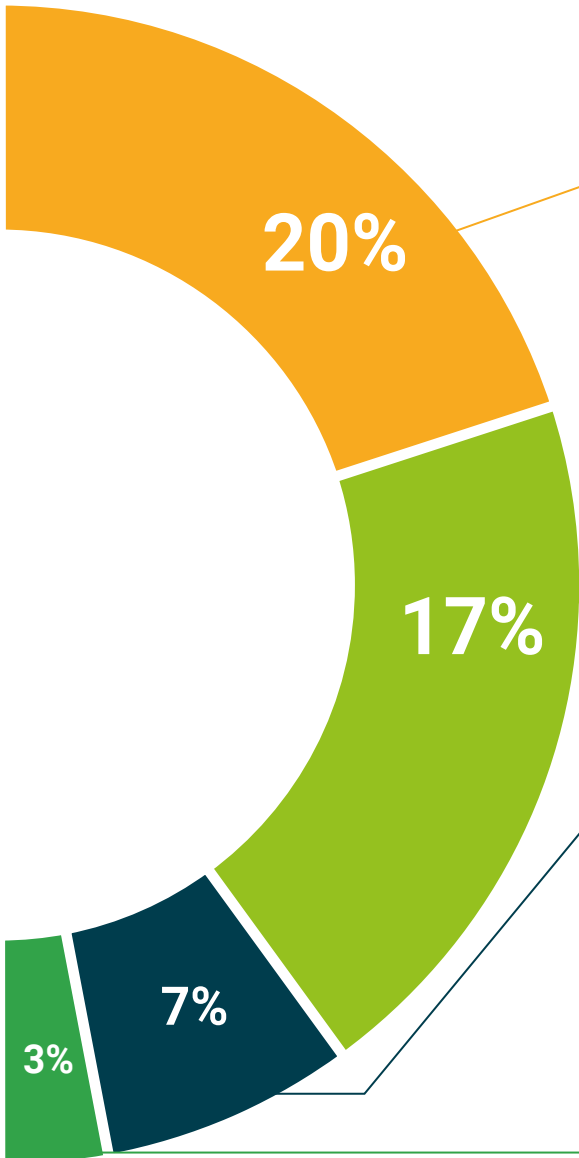
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.



Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.



Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.



05

Certificate

The Postgraduate Diploma in Résumé Design and Job Interviews in English guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Diploma issued by TECH Global University.



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Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”

This program will allow you to obtain your **Postgraduate Diploma in Résumé Design and Job Interviews in English** endorsed by **TECH Global University**, the world's largest online university.

TECH Global University is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

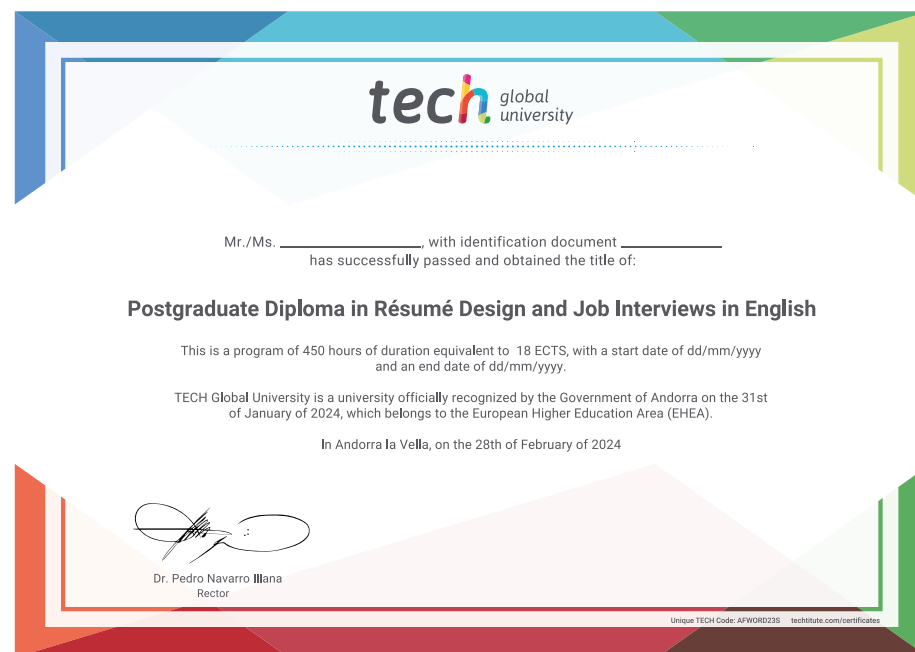
This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Diploma in Résumé Design and Job Interviews in English**

Modality: **online**

Duration: **6 months**

Accreditation: **18 ECTS**



future

health confidence people

education information tutors

guarantee accreditation teaching

institutions technology learning

community commitment

personalized service innovation

knowledge present quality

online training

development language

virtual classroom

tech global
university

Postgraduate Diploma
Résumé Design and Job
Interviews in English

- » Modality: online
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- » Credits: 18 ECTS
- » Schedule: at your own pace
- » Exams: online

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