

UHL2432

ENGLISH FOR PROFESSIONAL COMMUNICATION

CHAPTER 1

JOB SEARCH SKILLS

Expected Outcomes

Demonstrate the ability to use a range of methods to search for employment opportunities and identify possible sources of support.

Read job requirements and skills in job searching.

Write a resume using the format instructed by the lecturer.

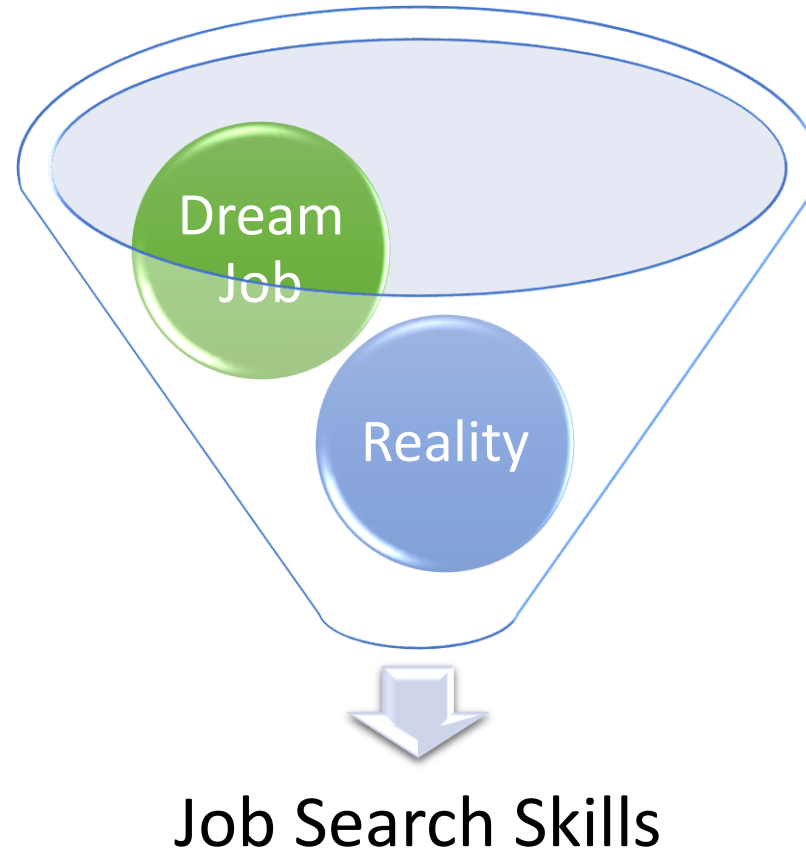
Write a cover letter according to the format taught.

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Dr. Zuraina Ali

Unit 1.1 Introduction to the course

- Course outline
- Weekly schedule
- Assessments
- General do's and don'ts





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