

# Career Coach

## Syllabus

### **LEVEL 0: Resume Review & Skype Interview**

#### **LEVEL 1: Intro**

- 1.1: Career Goals
- 1.2: Owning Your Identity
- 1.3: Game Plan

#### **LEVEL 2: Emails**

- 2.1: Cold Email
- 2.2: Warm Email
- 2.3: Meeting Follow-Up Email
- 2.4: Recruiters
- 2.5: Interview Follow-Up

#### **LEVEL 3: Networking**

- 3.1: Expanding Your Network
- 3.2: Adding People You Don't Know
- 3.3: Looking To Switch Jobs
- 3.4: Unemployed Job Hunting
- 3.5: Networking While Employed
- 3.6: What to do With Your Network

#### **LEVEL 4: The Interview**

- 4.1: Preparation
- 4.2: Arrival
- 4.3: Physical Queues
- 4.4: Personal Interview
- 4.5: Resume Review
- 4.6: How to Respond to
- 4.7: Follow-Up and Prep

#### **LEVEL 5: Resume Review & Mock Skype Interview #2**