

****Job Discovery Program Document****

****Program Title: Job Discovery Program****

****Program Overview:****

The Job Discovery Program is designed to help participants explore various career paths, develop essential skills, and connect with potential employers. The program aims to provide resources, mentorship, and hands-on experiences to enhance employability.

****Program Objectives:****

1. To expose participants to a variety of careers and industries.
2. To develop practical skills relevant to the job market.
3. To facilitate networking opportunities with professionals.
4. To support participants in creating effective resumes and cover letters.
5. To offer interview preparation and job search strategies.

****Target Audience:****

- Recent graduates
- Career changers
- Individuals seeking re-entry into the workforce

****Program Structure:****

- Duration: 12 weeks
- Format: Hybrid (in-person workshops and virtual sessions)
- Weekly Schedule:
 - Week 1: Introduction to Job Discovery and Career Exploration
 - Week 2: Skills Assessment and Goal Setting
 - Week 3: Resume and Cover Letter Development
 - Week 4: Networking Strategies
 - Week 5: Interview Techniques
 - Week 6: Industry Panels and Guest Speakers
 - Week 7: Job Shadowing Opportunities
 - Week 8: Soft Skills Development
 - Week 9: Job Search Strategies
 - Week 10: Professional Online Presence
 - Week 11: Mock Interviews
 - Week 12: Program Wrap-Up and Next Steps

****Resources Provided:****

- Access to career assessment tools
- Workshops led by industry professionals
- One-on-one mentorship pairing
- Resume and interview preparation materials
- Networking events and job fairs

****Application Process:****

1. Complete the online application form.
2. Submit a current resume.
3. Participate in a brief interview with program coordinators.
4. Attend an orientation session prior to the program start date.

****Contact Information:****

For questions or further information, please contact:

[Program Coordinator Name]

[Email Address]

[Phone Number]

****Program Disclaimer:****

This program does not guarantee job placement but aims to equip participants with the tools and knowledge to effectively pursue their career goals.

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