

JOB SEARCH PREPARATION WORKSHOP (JSP)

Our two-day Job Search Preparation (JSP) Workshop gives you everything you need: practical tools, simple strategies, and the confidence to take the next step in your career journey.

WE HELP WITH

- ✓ Guidance on managing your career direction and identifying suitable opportunities
- ✓ Writing resumes that translate military experience into clear civilian language
- ✓ Tips for applying for jobs and standing out to employers.
- ✓ Access to learning and resources for two years post-workshop



Member Testimonial

"I'd never written a resume before, everything I had was Defence-specific. They helped me figure out how to explain what I've done in plain terms. It made a big difference."

WHAT IS COVERED IN THE PROGRAM?

Day 1

Day 1 focuses on understanding yourself and building the foundational tools you need for job seeking. You'll work through a reflective process that links your military experience to civilian job opportunities.

- **Understanding Yourself:** Use Cognisess results to explore career interests, skills, and values.
- **Transferable Skills Mapping:** Identify how military skills translate to civilian roles and explore pathways like RPL for qualifications.
- **The Civilian Labour Market:** Learn about job opportunities in open and hidden markets, plus networking strategies.
- **Resume and CV Development:** Craft tailored resumes and CVs with practical workshops and expert guidance.

Day 2

Day 2 builds on Day 1 by focusing on branding, networking and advanced job application techniques.

- **Personal Branding:** Building a professional brand and auditing online presence.
- **Networking and Presenting:** Developing informal and formal communication skills for connecting with employers.
- **Job Applications:** Craft compelling resumes, cover letters, and applications.
- **Practical Workshops:** Providing hands-on sessions to refine networking strategies and job application materials. It turns a fun set of games into a clear, evidence-based career plan.

Log in to the TESS Hub and click Launch my Assessment. Your activity set will be ready, just follow the prompts to get started.

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