

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN103 – Resume Writing & Job Search

Let us help you build your Resume Portfolio - because your work deserves to be seen... while you focus on building your skills for service, leadership, and career growth.

Certificate Course

Course Overview

CN103 guides students through the essential skills needed to prepare a professional resume, write effective job-search documents, and navigate the modern hiring process with confidence.

This course is designed for adult learners seeking employment, career advancement, re-entry into the workforce, or a structured approach to presenting their skills and experience professionally.

What You Will Learn

By the end of this course, students will be able to:

- Create a polished, professional resume tailored to a specific job
- Write clear, compelling cover letters and professional emails
- Identify transferable skills and articulate them effectively
- Understand how applicant tracking systems (ATS) work
- Build a job-search strategy using modern tools and platforms
- Prepare for interviews with confidence and clarity
- Organize a personal career portfolio for ongoing use

Course Materials

Textbook:

Resumes For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

- CN103 Checklist/Syllabus
- CN103 Practicum workbook
- CN103 Final Exam (with stamped envelope)
- Textbook (mailed with course documents or directly from Amazon)
- Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Students will complete hands-on activities in:

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- Drafting a professional resume
- Writing a tailored cover letter
- Identifying transferable skills
- Creating a job-search plan
- Practicing interview responses
- Building a simple career portfolio
- Completing a mock job-search assignment

Testing

The CN103 test includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

\$149.00 – Individual Course

Payment is made through Shopify. After purchase, download the **Students Welcome & Course Instruction.pdf** and follow the instructions. Your course materials will be mailed once you complete the steps in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form.
(Your Shopify product page includes a direct link.)

Step 2: Review the Full Catalog

The complete catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office.

Your application must be received and processed before your textbook and course packets are mailed. If you email your application, please include **“Application Enclosed” in the subject line.**

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Step 4: Purchase Your Course

[Click here](#) to purchase CN101 through **Shopify**, our secure online store.

Once purchased, your textbook and packets will be mailed to you.

Policies

For all official policies, including tuition, refund, and admissions requirements, please refer to the College Catalog.