



## Our Promise To You

We are so confident that our training programs are the most dependable and effective way for you to learn and start a new career that we give you our Success Promise<sup>SM</sup>: When you complete your course and our Success Promise<sup>SM</sup> program, you will get a job within six months or we will give you all of your money back. **You have our word.**



## How It Works

Qualifying for our Success Promise<sup>SM</sup> program is easy – all you have to do is complete the following steps:

- 1** – Finish your Certificate Program within 12 months of your enrollment date with at least an 85% GPA.
- 2** – Pay at least 50% of your tuition and be current in your payments as you begin the Success Promise<sup>SM</sup> program.
- 3** – Complete all weekly activities in your Success Promise<sup>SM</sup> program and remain current in your payments.

### That's it!

If you complete all of these steps, you will be qualified for and find a job...or **we'll give you all of your money back.**

*If you miss a weekly activity/assignment at any point during the Success Promise<sup>SM</sup> program or become late in your payments, you will be dismissed from the Success Promise<sup>SM</sup> program and will no longer be eligible for a refund. If you do not find a job after successfully completing the Success Promise<sup>SM</sup> program, it is your sole responsibility to contact U.S. Career Institute within 14 days of completing the Success Promise<sup>SM</sup> program and request a refund for the certificate program. The Success Promise<sup>SM</sup> program is not a guarantee or promise of employment.*



Congratulations—you've completed your certificate program, and with a GPA to be proud of! You're ready to begin the search for your dream job, and your Success Promise<sup>SM</sup> program will improve your job hunting skills as you go along.

To begin your Success Promise<sup>SM</sup> program, we are offering you our *Career Development Strategies* course, which is completed in an online learning environment. Your instructor is an HR expert, and together you will develop a professional cover letter and résumé that highlights your education and qualifications.

## Lesson

## Activity

<b>Week 1</b>	Fulfill Your Dreams	Map out your career path
<b>Week 2</b>	Solve the Career Puzzle	Explore career options and job market
<b>Week 3</b>	Prepare for Your Job Search	Create your career plan
<b>Week 4</b>	Put Your Best Face Forward	Develop résumé and cover letter
<b>Week 5</b>	Plan for the Future	Learn about interviewing and negotiation

Next, you will determine if you're seeking an office job or a home business, and then use your *Career Development Strategies* skills to enhance your job search.

<b>Week 6</b>	Choose between self-employment and office job	Email decision to Grad Services
<b>Week 7</b>	Define Your Search/Know What to Say	Submit master list of employers
<b>Week 8</b>	Know Whom to Contact, Then Do	Start contacting potential employers
<b>Week 9</b>	Prepare a Portfolio	Submit portfolio for Grad Services review
<b>Remaining Weeks</b>	Outreach, Follow-up, Applications	Work through master list of clients/companies