

User Guide

Free Services for Fresh Graduates

Version 1.0



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The Purpose of This Guide

This guide introduces the free support services available to all fresh graduates in The Middle East. Transitioning from university to professional life can be challenging, especially in today's competitive job market. These services are designed to give you essential tools and knowledge to start your career journey with confidence.



2 Why These Services Matter?

The gap between academic education and workplace requirements creates difficulties for many new graduates. Our services address the most common challenges faced during this transition period, providing practical solutions rather than just theoretical advice.



3 Benefits for Fresh Graduates

By taking advantage of these free services, you can:

- **Increase your visibility to potential employers**
- **Develop essential skills that universities often don't teach**
- **Connect with helpful professional networks**
- **Explore alternative income opportunities through freelancing**
- **Manage the stress and uncertainty of early career stages**
- **Make informed decisions about your financial future**



4 **Expected Outcomes**

Graduates who actively participate in these services typically experience:

- **Shorter job search periods**
- **More interview opportunities**
- **Greater confidence in professional settings**
- **Clearer career direction**
- **Better preparedness for workplace expectations**
- **Stronger professional profiles online**
- **Improved mental wellbeing during the transition**



5 Important Note

These services represent the first step in your professional development journey.

They provide core foundations that can be further built upon through our more specialized paid offerings as your career advances.



Free Services for Fresh Graduates

Career Development



6 LinkedIn Profile Optimization

We'll help you create a standout LinkedIn profile in English. This includes selecting the right profile picture, writing an attention-grabbing headline, crafting a compelling summary, and highlighting your skills and education properly.

A good LinkedIn profile helps employers find you.



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Basic Career Counseling Session

This 30-minute session helps you identify your strengths, interests, and possible career paths. We'll discuss the current job market in The Middle East and help you set realistic career goals based on your qualifications and the available opportunities.



Free Services for Fresh Graduates

Employment Support



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Job Matching Service

We connect you with employers looking for your specific skills and qualifications. Submit your profile and preferences to our database, and we'll alert you when suitable job openings become available. We'll also share your profile (with your permission) with employers seeking candidates like you.



9 Internship Programs

Get details about available internship opportunities in various industries. We provide information about application deadlines, requirements, and what you can expect to learn. We also offer tips on how to make the most of your internship experience.



Free Services for Fresh Graduates

Skill Enhancement



10 Basic Computer Literacy Workshops

These one-hour workshops cover essential computer skills needed in most workplaces.

Topics include AI, Google Drive, email etiquette, internet research techniques, and file management.

All workshops include hands-on practice.



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Soft Skills Self-Assessment

Access online questionnaires that help you identify your strengths and weaknesses in areas like communication, teamwork, time management, and leadership.

After completing the assessment, you'll receive a report with suggestions for improvement.



**Free Services for
Fresh Graduates**

**Freelancing
Support**



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Basic Guide to Freelance Marketplaces

Learn how to set up accounts on popular freelancing platforms like LinkedIn. This guide explains how each platform works, what fees to expect, how to create an attractive profile, and how to search for your first projects.



13 Project Proposal Templates

Ready-to-use templates for creating professional project proposals. These templates help you present your services clearly, set expectations, outline deliverables, and propose timelines. Simple instructions show you how to customize them for different types of projects.



Free Services for Fresh Graduates

Personal Services



14 Group Stress Management Workshops

Join these monthly two-hour sessions to learn practical techniques for managing stress. Topics include deep breathing exercises, time management, setting boundaries, and healthy habits. Sessions are interactive and provide a safe space to share experiences.



15 Online Support

Connect with other fresh graduates facing similar challenges through our moderated online groups. Discuss job hunting, workplace issues, skill development, and more. Get advice from peers and mentors who understand what you're going through.



16 Financial Basics Information Sessions

Attend these one-hour sessions to learn fundamental financial concepts every graduate should know. Topics include creating a basic budget, understanding banking services, and starting to save. Sessions focus on practical information without promoting specific financial products.



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How to Apply?

Signing up for our free services is simple:

- 1. Must be an active member of TLTD Basics Telegram Group**
- 2. Must have a LinkedIn account - please see [Minimum LinkedIn Standards to Work with TLTD.PDF]**
- 3. Select the service(s) you're interested in**
- 4. Send a clear email to [basics@tltd.online]**
 - a. Add the service in the subject line**
 - b. Introduce yourself**
 - c. Explain your purpose - why are you applying?**

You'll receive confirmation by email within 2-3 working days.

No documentation is required for free services.



18 Frequently Asked Questions

Q: How long do I have access to these free services?

A: All graduates can access free services for up to one year after graduation.

Q: Can I use these services if I graduated more than a year ago?

A: Yes, but priority is given to recent graduates. Please contact us to check availability.

Q: Are the services available online or in-person?

A: ALL services are available 100% online. We've been doing this since 2014.

Q: How many free services can I use?

A: You can use all the free services listed in this guide, one service a time.

Q: What if I need more help than the free services provided?

A: We offer additional paid services for more in-depth support. Send us an email for more details.



19 **Contact Information**

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Hours of Operation:

- **Monday-Friday, 24 hours.**
- **Saturday-Sunday, weekend.**

