My Action Plan after Graduation: Workforce Readiness

Here are my next steps to gain direct employment:

☐ **Narrow down career path**

- Review your EDP (Educational Development Plan)
- Identify job opportunities aligned to your interests and skills
- Take additional career assessments and review with a counselor
- Verify the minimum qualifications for the jobs you want

☐ **Create or Expand Your Professional Portfolio**

- Create/Update your resume and cover letter and tailor to each job
- Clean up social media and remove any inappropriate content
- Create a LinkedIn profile, website or GitHub to showcase your skills and experience

☐ **Create a line of communication**

- Create a new professional email address. (For example firstname.lastname@gmail.com)
- Ensure your phone has voicemail set up and is off "Do not disturb" mode.

☐ **Build your network (non-relatives)**

- Connect/Reconnect with someone who knows you well (teacher, coach, employer) to discuss your goals
- Gain permission to get letter of recommendations
- Seek out professionals in your target industry for **informational interviews**.

☐ **Create accounts and set alerts for jobs of interest on Job Boards**

- **Pure Michigan Talent Connect**
- **Indeed**
- **SnagaJob**

☐ **Practice interviewing skills**

- Practice mock interviews with Teachers and Counselors
- Conduct mock interviews virtually over Zoom to practice that format

☐ **Obtain interview clothing**

☐ **Apply!**

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Department of Workforce Development, CTE, Adult Ed, & Career Counseling
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