

Career Readiness Kit

A practical starter guide for preparing, applying, interviewing, networking, and moving forward professionally.

CAREER DIRECTION	RESUME	JOB SEARCH
INTERVIEWS	NETWORKING	ACTION PLAN

- Clarify your target role and transferable skills.
- Strengthen your resume and professional introduction.
- Organize applications and prepare for interviews.
- Build a practical networking and follow-up routine.

Designed for: students, job seekers, career changers, newcomers to the workforce, and professionals preparing for their next opportunity.

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1. Start With Career Direction

A focused job search starts with knowing what you are aiming for. Use this page to turn a broad goal into a practical target.

Your Career Target

Target role or job title	_____
Preferred industry	_____
Location / remote preference	_____
Top 3 strengths	1. _____ 2. _____ 3. _____
Skills to strengthen	_____
Next 90-day goal	_____

Transferable Skills Inventory

- Communication: writing, speaking, listening, presenting, explaining.
- Teamwork: collaboration, reliability, conflict resolution, supporting others.
- Problem solving: analyzing information, identifying options, making decisions.
- Professionalism: time management, accountability, adaptability, work ethic.
- Technology: software, digital communication, data, online collaboration tools.

Quick Exercise

Choose three skills above. For each one, write a specific example showing when you used it and what happened as a result.

Example formula
Skill + situation + action + result. Example: Organized a shared project tracker, coordinated deadlines, and helped the team submit the project on time.

2. Resume & Application Essentials

Your resume should make it easy for an employer to understand your relevant skills, experience, and fit for the role.

Resume Checklist

- Use a clear, professional layout with consistent headings and spacing.
- Tailor the resume to the role instead of sending the same version everywhere.
- Prioritize relevant experience, skills, education, projects, and accomplishments.
- Use strong action verbs and describe outcomes where possible.
- Check dates, contact information, spelling, grammar, and formatting.
- Save a clean PDF version unless an employer requests another format.

Build Strong Experience Bullets

Weak
Responsible for helping customers.
Stronger
Assisted customers with product questions, resolved routine concerns, and maintained accurate service records.

Application Tracker

Employer	Role	Applied	Follow-up	Status

3. Interview Preparation

Preparation helps you answer with specific examples instead of trying to invent an answer in the moment.

Before the Interview

- Review the job description and identify the most important requirements.
- Research the organization, role, products/services, and recent relevant information.
- Prepare examples that demonstrate communication, teamwork, problem solving, initiative, and adaptability.
- Practice a concise answer to “Tell me about yourself.”
- Prepare thoughtful questions to ask the interviewer.
- For virtual interviews, test your camera, microphone, internet connection, lighting, and background.

STAR Answer Planner

S - Situation	What was happening? _____
T - Task	What did you need to accomplish? _____
A - Action	What specific actions did you take? _____
R - Result	What changed, improved, or was learned? _____

Five Questions to Practice

- Tell me about yourself.
- Why are you interested in this role?
- Tell me about a time you solved a problem.
- Describe a time you worked with others to achieve a goal.
- What is one skill you are currently developing?

4. Networking & Professional Communication

Networking is relationship-building. A useful approach is to be specific, respectful, curious, and consistent rather than contacting people only when you need something.

30-Second Professional Introduction

Simple structure

Who you are + what you do or are learning + the type of opportunity or field you are exploring + a reason to continue the conversation.

Write Yours

Professional Message Checklist

- Use a clear subject or opening line.
- Introduce yourself and explain why you are reaching out.
- Keep the message concise and personalized.
- Ask for a reasonable next step, such as a short conversation or advice.
- Thank the person for their time.
- Follow up professionally when appropriate.

After an Interview

Send a concise thank-you message that expresses appreciation, references the conversation, reinforces your interest, and confirms any next step discussed.

5. Your 30-Day Career Action Plan

Use this plan as a flexible starting point. Adjust the volume to fit your situation and the type of roles you are targeting.

Week	Focus	Suggested actions
1	Direction & materials	Choose target roles; update resume; prepare a master skills list; create an application tracker.
2	Search & apply	Identify suitable openings; tailor applications; begin networking; practice your introduction.
3	Interview readiness	Prepare STAR stories; practice common questions; research employers; improve weak areas.
4	Follow-up & improve	Follow up appropriately; review results; refine resume/messages; continue relationship-building.

Weekly Progress Check

Applications submitted	_____
Networking conversations/messages	_____
Interview practice sessions	_____
Follow-ups completed	_____
One improvement for next week	_____

Final Reminder

Career readiness is not a single document or interview. It is the ongoing process of identifying your strengths, communicating your value clearly, learning from feedback, building relationships, and taking consistent action.

Educational Scope: This free resource provides general career-development education. It does not guarantee employment, interviews, compensation, or hiring outcomes. Always follow the requirements of each employer and application system.

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