

# Job Readiness

Whether a client is looking to further education, change careers or update resumes a case manager will be with them through every step. Personalized learning paths may include just one or all six Job Readiness topics.

## **CAREER EXPLORATION**

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Assists in narrowing down career paths of interest and next steps in the decision-making process.

## **JOB SEARCH**

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Learn job search strategies to assist you in finding employment.

## **RESUME DEVELOPMENT**

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Learn how to highlight important information so that your resume stands out.

## **INTERVIEW PREP**

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Interview skill practice and information to assist you with in-person and virtual interviewing.

## **SALARY NEGOTIATION**

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Gain an understanding of pay expectations for the role you are seeking employment in and gain salary negotiation skills.

## **POST-SECONDARY EDUCATION EXPLORATION**

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Explore post-secondary education options and educational costs that align with your occupation interests; such as vocational and technical training and academic college and university options, as well as navigating the FAFSA application process and understanding the cost of education.

## **SIGN UP!**

**APPLY ONLINE:** <https://www.utahca.org/adult-education/>

**ELIGIBILITY:** Income Guidelines Apply

**LOCATION:** Salt Lake and Tooele Counties