

Get Job Ready checklist

Please tick your level of experience next to the below boxes so that we can prepare for your first initial consultation with one of our 'Get Job Ready' volunteers. This is just a quick checklist and the questions below aim get you thinking about which jobs you are applying for and where you see yourself working in the future.

Computer Literacy Skills	Basic	Intermediate	Advanced
Microsoft Word			
Research skills			
Computer literacy			
Writing skills			
Cover letter			
Resume			
Selection Criteria			
Work Readiness			
Interview preparation			
Appropriate dress			
Soft Skills vs hard skills			
Job experience			
Transferable skills			
Qualifications			
Job offers - how to accept an offer			