

# Wheatland-Chili Seniors

## Postsecondary Planning

### Career/Full Time Employment

- ☐ Resume/activities sheet – create in Word or Naviance Student
  - List skills and previous work experience
  - Include WEMOCO or other skills training

- ☐ Make a list of your “Elevator Speech”

- ☐ List of References – keep copies of letters

Type of Recommender	List Name; In-person request; Obtain letter – save in file
<input type="checkbox"/> 1 Teacher of class worked hard in	<input type="checkbox"/>
<input type="checkbox"/> 1 Employer/Manager	<input type="checkbox"/>
<input type="checkbox"/> 1 Community member/coach	<input type="checkbox"/>

- ☐ Attend job fairs or create account on indeed.com
- ☐ Use MCC Career Coach to find potential work opportunities
  - Search by career area
- ☐ Fill out applications – paper or online
- ☐ Follow up with potential employers – do they have all materials, missing any parts of the application?
  - Best to call or stop in, many employers appreciate persistence.