

Job Hunt for Today

Finding a job takes time. This checklist lets you go at your own pace. You will learn the basics of job hunting, grow your skill set, confidently complete the application process, and explore potential careers.

Lesson 1: Job Hunt Basics

- Mindset
- Searching Online
- Hard Skills vs. Soft Skills
- Rejection
- No Experience
- Indeed

Lesson 2: Skills to Grow

- Hard Skills vs. Soft Skills
- Miscommunication
- Body language
- Listening
- Phone Anxiety
- Hard Skills
- Future Skills
- Critical Thinking and Decision Making
- Adapting to Change
- Stress
- Lifelong Learning

Lesson 3: Apply with Power!

- The Complete Package
- Your Resume
- Cover Letters
- Job Applications
- The Interview
- After the Interview

Lesson 4: Job Types

- The Gig Economy
- Jobs for a “People Person”
- Working with your Hands
- Handbook of Jobs
- CareerOneStop
- Other Job Examples