

Here are my next steps to gain direct employment:

- Narrow down career path**
 - Take a career interest survey
 - Look up job requirements
 - Explore career field and pathways
- Create an account at [Indeed.com](https://www.indeed.com)**
 - Use an appropriate email account
 - Explore current job vacancies
- Create a resume**
 - Utilize a career counselor or teacher to proofread
- Create a cover letter, if needed**
- Gather information from 2-4 references (non-relatives)**
 - Connect with someone who knows you well (teacher, coach, employer)
 - Gain permission from reference in anticipation of communication with prospective employers
- Apply for jobs**
 - [Pure Michigan Talent Connect](#)
 - [Indeed.com](https://www.indeed.com)
 - [MonsterBoard](https://www.monsterboard.com)
 - [LinkedIn](https://www.linkedin.com)
- Practice interviewing skills**
 - Virtual
 - In-Person
- Obtain interview clothing**
- Clean up social media**



Use these resources in completing the steps above.

Department of Workforce Development, CTE, Adult Ed, & Career Counseling
Educate. Equip. Elevate.