

Entering the workforce

Whats next, with practical steps you can tick off!

DAY 1

Think about where you want to start with your career. Write down your top 5 ideas

DAY 2

Struggling to identify your strengths? Write down the things that come most naturally

DAY 3

Your skills are things you have learnt, using computers, typing, even teamwork

DAY 4

Look at local job sites, see if there are any jobs that interest you being advertised

DAY 5

Look further afield and notice what skills, strengths and qualifications are required

DAY 6

Pick one job you like and write down why it interests you

DAY 7

Ask someone you trust what they think your strengths are

DAY 8

Start a simple CV just your name, email, phone number and years at high school

DAY 9

Add a new section for your skills and strengths. Pick around 6-8

DAY 10

Look at a job description and highlight and matched skills you already have

DAY 11

Look at CV styles you like online, Canva for example has many free templates

DAY 12

Your skills on your CV should link to the role you are interested in. Think about what could be useful

DAY 13

Add more detail to your CV like hobbies, achievements, or volunteering

DAY 14

Even your hobbies should link to the role you want. Fitness, creative, strategy, all tell a story

DAY 15

Limited work experience? Consider volunteering or helping out at a local venue

DAY 16

After helping, write down the key things you did, and add these to your CV

DAY 17

Search for entry-level jobs, apprenticeships, or training courses. Write down 5 that look good

DAY 18

Think about what suits best - full time, part time, seasonal work

DAY 19

Write a brief introduction on why you are interested in the job or training course

DAY 20

Look for key words or phrases used in application forms, match these to your cover letter

DAY 21

Apply for a role, no pressure but an important step

DAY 22

Understand that not everyone will get back to you. That's ok, it's just part of the process

DAY 23

If you hear back and you haven't been successful, get feedback. What can you learn?

DAY 24

Don't be put off, you are one application closer to your goal

DAY 25

If you get invited for an interview, think about what you will wear

DAY 26

Plan your trip and allow plenty of time to get there. Don't arrive too early or too late!

DAY 27

Practice your interview questions. Google the most frequently asked ones

DAY 28

If you are not successful don't feel bad, you have already done so much to be proud of

DAY 29

Get feedback. This is part of progression and a step closer to the right job

DAY 30

Got the job! Plan for success. Think about transport, what to wear, and meeting new colleagues