

Rehab Your Career

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Research

- Research your career.
- Pick three career you would like to pursue.
- Go to O'net print the three career.
- Cross reference your skill set on O'net.
- Cross reference your software skills are up to date. (Example: Excel, Microsoft Word, Powerpoint, and etc)

O'net

- Career guide that provides job task, computer skills needed, job trends, and education levels.
- When clicking on the plus sign next to task and computer skills it tell you various careers these skills transfer over too. (Show some examples)
- Review the trends you can look at different states where that career is growing and the estimate pay rate.

Transferable Skills

- Check off the transferable skills from the three careers you would like to pursue.
- Review your transferable skill set.
- Narrow down to one career goal.
- Review the education level needed to gain a job in that field.
- Review places you would like to work and find out if you can volunteer to gain the additional skills to get your foot in the door.

Technology

- Update your software skills (Microsoft Word, Excel, Power Point, and etc.).
- Most libraries offer free computer classes.
- Dial 211 (America Across) to find a class close to you.



Thank You!