**Next Steps I can work on while I am on order of selection:**

* Spend time in Career Exploration, completing the enclosed **Guided Career Exploration Worksheet** to help you key in on opportunities
* Check out transportation options in your community
* **Visit** **Virginia Career Works online at** [www.vawc.virginia.gov](http://www.vawc.virginia.gov) You can easily create an online account. Online you can find information and assistance on:
  + - Creating a resume
    - Career Information using an Explorer that finds out what type of jobs best suit you
    - Detailed information on occupations
    - Education and Training needed for various occupations
    - Assessments to help you determine what skills you have the employers are looking for, your work interests and work values.
    - A virtual recruiter that you can set to alert you when employers post a job that you are interested in.
* **Visit the** **Virginia Career Works Center in your area.** Not sure where one is located? Go to [www.vawc.virginia.gov](http://www.vawc.virginia.gov) to find a location near you. The Virginia Career Works Centers are convenient since many programs are housed in one location. Some resources offered:
  + - Staff that can give you information about workforce programs that you may qualify for and help you contact and set appointments with these programs
    - Resume and interviewing workshops as well as other walk-in classes held on site and free of charge
    - Job Fairs
    - Job Clubs
    - A computer room that you can use free of charge for job exploration and applications
* Create a resume
* Work on a 30-60 second elevator pitch to introduce yourself when you attend a job fair
* Create a LinkedIn Profile
* Clean up your social media so you pass an employer’s inspection with flying colors
* Create a professional email address and voicemail
* Volunteer in your community