

Job Readiness

Learn how to create a cover letter, a resume and find jobs!



This certificate program prepares students with the essential 21st century communication and workplace skills to effectively gain and maintain employment.

All students are eligible!

Being prepared increases your chances of success!

To earn the certificate students must complete:

- VOCED 96 – Blueprint for Workplace Success
- VOCED 97 – Blueprint for Customer Service
- VOCED 98 – 30 Ways to Shine as a New Employee



Click link or Scan QR Code to view Schedule Now Available!
<https://bit.ly/CareerPrepJobReadiness>

WLAC College & Career Preparation Division

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