

KyVets Tool Kit

Designed to prepare Kentucky veterans to a successful long-term career pathway, this tool kit will aid a veteran no matter your starting point. Whether your desire is to update your resume, effectively seek employment, or improve workforce skills, the KyVets tool kit will provide you with the resources to reach your career goal:

- 1. Workforce Training- Improve skills**
- 2. Resume Assistance -Create/Update resume**
- 3. Effective Networking**
- 4. Master the Interview**

1. **Workforce Training-** Free workforce training tools can allow a user to brush up on their technology skills.

A. ALISON is one of the leading FREE online learning websites. ALISON offers courses on a variety of topics, including tutorials on Microsoft® Word, Excel and Access; Google Gmail; understanding potential workplace safety issues; basic economics; and even identity theft. Many of the courses are design to assist individuals in the workplace, but other courses are available for personal satisfaction and enrichment.

Click link to access free courses: <https://alison.com/>

B. Funded by the Goodwill Community Foundation, GCFLearnFree.org provides free computer, technology, and life skills training online. Users can sign up for scheduled online classes, or take any of the free tutorials at their own pace.

Click link to access free courses: <http://www.gcflearnfree.org/>

2. **Resume Assistance -Create/Update resume**

A. This tool is user-friendly and can organize military and civilian employment history information to create a clean resume with ample white space making it easy for the employer to review.

Click link to access resume assistance: <https://www.resumeengine.org/>

B. Focus/Career starts by helping you build a complete, detailed resume that includes your skills and experience. If you have already written your resume, you can upload or paste it into Focus/Career. We will help you improve it!

Click link to access resume assistance: <https://focuscareer.ky.gov/>

3. *Effective Networking*

A. Informal/Formal Job Search networking for a job really does work. At least 60% of all jobs are found by networking.

Click link learn more: <https://www.thebalance.com/how-to-use-networking-to-find-a-job-2058686>

B. LinkedIn is a social networking website that allows people to connect based on professional endeavors, including finding employment and building professional relationships.

Click link to learn more: <https://www.linkedin.com/>

4. *Master the Interview*

A. For what you lack in experience make up in preparation. Get prepared by practicing interview questions days before the interview.

Click link to learn more: <https://www.thebalancecareers.com/behavioral-interview-techniques-and-strategies-2059621>

B. How to prepare for three to six questions pertaining to the job to ask the employer or interviewer. The link below for suggestions of questions you should ask the employer during an interview.

Click link to learn more:
<http://www.forbes.com/sites/nextavenue/2014/06/18/10-job-interview-questions-you-should-ask/#62bb1467191e>

C. If you're looking for free sample job interview questions to practice check out the link below.

Click link to learn more: <https://careersidekick.com/common-job-interview-questions/>