

## **5 Easy Steps to get my Work Ready Certificate**

1. Ask School Counselor or Vice Principal to verify competencies #1-6 on the Work Ready Certificate application. (see "Sample Application")
2. Check off the technology and other skills that you have on the Work Ready Certificate application.
3. Prepare a cover letter and resume. Use the Resume Wizard on Microsoft Word to format a basic resume. If you don't know how to do this ask someone who does for their help (teachers, employers, friends, counselors); (or see instructions "Using the Word Resume Wizard").
4. Ask for 3 letters of recommendation from people who know that you do a good job when you are working.  
Work supervisors, Community service supervisors, volunteer experience supervisors, Teachers, counselors are all good people to ask to write a letter for you.  
A form letter is available to you to use in assisting you to ask for these letters.
5. Turn in everything to the Counseling Secretary on time!

Dates: March 11, 2005 - Application Due  
March 25, 2005 - Documents Due  
April 11-22, 2005 - Interview Dates