



Workforce Development Program Checklist

Participants interested in the Workforce Development Program must complete the following:	
<input type="checkbox"/>	Schedule a 15-minute virtual appointment with the Workforce Development Manager to discuss employment goals.
<input type="checkbox"/>	Attend all seven required training sessions within the following topic areas: <i>Career Exploration 101, How to Build a Strong Resume, Mock Interviewing 101, How to utilize Job Search Engines/Job Boards to Apply for Job Positions, How to Create a LinkedIn Profile, Best Dress and How to Present Yourself within an Interview, and How to Follow-Up with an Employer after an interview.</i>
<input type="checkbox"/>	Create and upload a professional resume to your profile
<input type="checkbox"/>	Create a LinkedIn Profile
<input type="checkbox"/>	Setup a job profile on the Amputee Coalition Job Board
<input type="checkbox"/>	Upload a Professional Photo
<input type="checkbox"/>	Complete and return Workforce Development Training Sessions and Resume Completion form to: workforce@amputee-coalition.org .
<input type="checkbox"/>	Visit our Workforce Development Program webpage for updates on recent programs around developing resumes, interview skills, career, and professional development.
<input type="checkbox"/>	Review the Employment Resources Fact Sheet to expand your knowledge of relevant disability-related topics and other career development opportunities with the Workforce Development Program throughout the year.