



## Training Sessions and Resume Completion Process

Participants interested in the Workforce Development Program must complete the following:

- Schedule a 15-minute virtual appointment with the Workforce Development to discuss employment goals.
- Attend all seven required training sessions within the following topic areas: *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.*
- Create and upload a professional resume to your profile
- Create a LinkedIn Profile
- Setup a job profile on the Amputee Coalition Job Board
- Upload a professional photo
- Complete and return Workforce Training Session and Resume Completion form to: [workforce@amputee-coalition.org](mailto:workforce@amputee-coalition.org).

The Workforce Development Program provides a range of services and programs to optimize internship, part-time and full-time job opportunities. Stay connected with the Workforce Development Program by:

- Visiting our Workforce Development Program webpage for updates on recent programs around developing resumes, interview skills, career, and professional development.
- 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.