



WORKFORCE SOLUTIONS

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CAREER PLANNING

GOALS & RESOURCES

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

WHAT IS CAREER PLANNING?



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Career Planning Definition

Career planning consists of activities and actions that you take to achieve your individual **career** goals.

Career planning is the ongoing process where you:

- Explore your interests and abilities
- Create your future work success by designing *learning and action plans* to help you achieve your goals

The Importance of Planning a Career

It's Important to Know:

- Where **you are** now
- What is **important** to you
- What **motivates** you
- What your **talents** are
- What **talents you enjoy** using
- What you are **interested** in

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CAREER PLANNING STEPS



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Career Planning Resources

www.workintexas.com

Provides:

- Skills Assessments
- Career Matching
- Resume Builder
- Veterans Services
- Job Search
- Labor Market Information



www.myskillsmyfuture.org

Provides:

- Skills Assessments
- Career matching for laid-off workers or those who are exploring a career change



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Career Planning Resources cont.

GCFLearnFree.org - Provides free online tutorials for:

- Career Planning
- Computer and Software Skills
- Workplace Skills
- Resume Writing
- Applying for Jobs
- Internet Skills
- Social Media Skills
- Educational Skills

[Workforce Solutions Texoma](http://www.workforcesolutionstexoma.com) – www.workforcesolutionstexoma.com

- Job Search Resources
- Resume, Application, Interview Preparation
- Career Development
- Training Scholarships for Eligible Individuals
- Traitify – Personalized Talent Assessment
- Child Care Assistance
- Employer Services
- Veterans Services
- Rehabilitation Services

Tips for Success

Tailor your resume to each job

- One resume may not fit all jobs you wish to apply for
- Match your skills to the job posting
- Make sure the resume you submit highlights the skills the employer is seeking



Broaden your job search

- Visit your local Workforce Solutions Center
- Register with staffing agencies
- Contact a recruiter
- Use social media and LinkedIn

Tips for Success cont.

Prepare for Interviews

- Practice your answers to the most common interview questions.
- Research the company - learn as much as you can about the company before the interview.
- At the end of the interview, ask questions.



Don't forget to thank the interviewer

Email a quick note of thanks that emphasizes your interest and fit with the job and employer.



LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

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