

College In Colorado Preparing for an Internship, Job Shadow or Job Worksheet

1. Beneath **Career Planning**, take few of the quizzes and surveys found in the **Learn About Yourself** section, such as the **Interest Profiler, Work Values Survey** and **Basic Skills Survey**.
2. In the **Explore Careers** section, explore career options that match your interests, values and skills using the **Career Finder**.
3. Click on any **career profile** that interests you. Beneath the **Employment** tab, review the information on **Colorado employers** in that field. Make a list of employers you would like to contact.
4. Also beneath the **Employment** tab, you can use the various **job banks** to search for relevant career opportunities.
5. Before you apply for an internship, volunteer opportunity or a job, beneath **Career Planning**, click on **Get a Job** to take advantage of the following tools:
 - **Resume Builder** - Follow the step-by-step prompts to create a resume that really sells you by highlighting all your greatest strengths.
 - **Cover Letter Creator** - Create a winning cover letter that is either in response to an ad or one that will be sent to a cold contact, and emphasizes either your experience or education.
 - **Job Interview Practice** – Choose from a variety of interview questions, depending on the field you are applying to. Review the tips on how to best respond to each question. Practice your answers before the big day.
 - **Thank You Letter Builder** – Fill in the blanks to create a nice follow-up thank you note that will help to remind your potential employer of all your qualifications for the job.



Guideways for Adults in Career Transition

Found in your **Portfolio**, **Guideways for Job-Seekers** help adults in career transition to get the most out of CollegeInColorado's job search tools.

Step-by-step instructions include:

- **Exploring careers** and employment opportunities
- Using the **Work History Tool** and **Transferable Skills Checklist** to find job opportunities that match previous work experience
- Macro and micro-level **employment facts** for the career you are considering
- Using the **Career Plan Builder** or **Job Search Activities**

