

# Interviewing Curriculum

## THE JOB READINESS KIT

### What is a job readiness kit?

A job readiness kit is a packet of materials you would need in order to apply for any apprenticeship program. Specific requirements may vary from program to program, but the CWIT job readiness kit is a standard list of components that most apprenticeship programs require.

### **JOB READINESS KIT COMPONENTS**

RESUME

BIRTH CERTIFICATE

DRIVERS LICENSE

SOCIAL SECURITY CARD

HIGH SCHOOL DIPLOMA OR GED

HIGH SCHOOL TRANSCRIPTS

LIST OF 3 REFERENCES

COMPLETE EMPLOYMENT HISTORY – Including dates, employer addresses and phone numbers to help you fill out applications

NOTEBOOK

Everything in your job readiness kit should be clean and neat, as if you were about to hand it in to an apprenticeship coordinator. Your resume should be free of mistakes or typos, and all copies of your documents should be neat and legible. If a document is too worn or torn to be read, an apprenticeship coordinator may refuse to accept it. Therefore illegible documents should be replaced.



This product was funded by a grant awarded under the President's High Growth Job Training Initiative as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.

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