



Making Students Workforce Ready With 21st Century Skills



Educators and parents **TEACH!**

Basic Foundation Skills

Pre-Employment Skills/Tools
Transitional Skills

21st Century Success Skills
Transferable Skills

Students **MASTER.**

Academic & Career and Technical Education Courses + Computer Skills Financial Literacy Second Languages

Job Research
Job Application
Cover Letter
Resume
Appearance
Job Interview
Thank You Letter
Email

Communications (Speaking, Writing)
Listening Skills
Critical Thinking
Problem Solving
Use of Resources
Use of Technology
Multi-tasking
Organizational
Working in Teams
Global Awareness
Diversity

Human Resource Professionals **ENGAGE!**

School Business Advisory Boards
Parent/Teacher Organizations
School Clubs

Guest speakers
Resume Review
Internships
Career/Job Fairs
School Competitions

Real Life Employment Scenarios
Career Related Websites
WKF Ready webpage
www.careersmarts.com