

Ability First Utah

JOB HACKS WORKSHOP

JUNE 16TH, 2020

Presentation Overview

HARD SKILLS

skills that are teachable and measurable

SOFT SKILLS

skills to interact effectively with others

RESUME

document to showcase skills and get an interview

INTERVIEW

face to face meeting

Hard Skills: skills that are teachable and measurable



Education



Computer Skills



Construction



Licence/Certification



Sales Experience

Hard Skill Resources

VOCATIONAL
REHABILITATION

ACCESSIBILITY
CENTERS OF LOCAL
UNIVERSITIES

MOUNTAINLANDS
TECHNICAL
COLLEGE

ENTRY LEVEL JOBS

ONLINE COURSES

[HTTPS://WWW.CLASSCENTRAL.COM/REPORT/FREE-ONLINE-LEARNING-CORONAVIRUS/](https://www.classcentral.com/report/free-online-learning-coronavirus/)

SCHOLAR-
SHIPS

Soft Skills: skills to interact effectively with others



Resilience



Learnability



Team Work



Communication



Creativity

Soft Skills

HOW DO WE LEARN
SOFT SKILLS?

Resilience in the Workplace Video

virtualjobshadow.com



VIDEO: CREATE A
RESUME THAT GETS
YOU AN INTERVIEW

BUILDING A RESUME

STEP 1

Compile dates and events from your life

STEP 2

Contemplate the skills developed from each job/experience

STEP 3

Put it all on one page using a program

The logo for resume.com features a white square with a diagonal cut from the top-right corner. The cut-off corner is replaced by a series of parallel, overlapping diagonal stripes in various shades of green, ranging from light to dark.

[resume.com](https://www.resume.com)

The logo for canva.com features a white square with a diagonal cut from the top-right corner. The cut-off corner is replaced by a series of parallel, overlapping diagonal stripes in various shades of purple, ranging from light to dark.

[canva.com](https://www.canva.com)



**Where should
I submit my
resume now?**

[JOBS.UTAH.GOV](https://jobs.utah.gov)

[INDEED.COM](https://indeed.com)

Job Interview

WHAT EXPERIENCES HAVE
YOU HAD WITH JOB
INTERVIEWS?

"TELL ME A LITTLE ABOUT YOURSELF."
(CONNECT THE DOTS ON RESUME)

"WHY DO YOU WANT THIS JOB?"
(KNOW THE COMPANY)

"WHY DO YOU WANT TO LEAVE YOUR CURRENT JOB?" (FOCUS ON POSITIVES)

"TELL ME ABOUT THE TOUGHEST DECISION YOU HAD TO MAKE IN THE LAST SIX MONTHS."

"TELL ME HOW YOU THINK OTHER PEOPLE WOULD DESCRIBE YOU."

"WHAT QUESTIONS DO YOU HAVE FOR ME?" (COME PREPARED)

P
P
P
P

P
P
P
P

R
R
R
R

R
R
R
R

A
A
A
A

A
A
A
A

C
C
C
C

C
C
C
C

T
T
T
T

T
T
T
T

I
I
I
I

I
I
I
I

C
C
C
C

C
C
C
C

E
E
E
E

E
E
E
E

Impossible coin demonstration

