



Job Genius Conclusion Handout

Video: 3 minutes

Job Genius Recap:

- Understand the current _____
- How you fit in with _____ jobs
- Depending on the _____ you want, you may need additional _____ or education
- _____ for a job
- How to:
 - Write a _____
 - _____
 - _____ after the interview and ace the first _____
- _____ the workforce
- Developing a _____
- _____ etiquette
- Workplace _____
- _____ management

Questions to Ponder:

- In what areas of becoming a Job Genius do you feel most empowered?
- What follow-up steps do you need to take to keep moving forward?

NOTES: _____

ANSWERS ON BACK



Job Genius Recap:

- Understand the current job market
- How you fit in with available jobs
- Depending on the job you want, you may need additional training or education
- Searching for a job
- How to:
 - Write a resume
 - Interview
 - Follow-Up after the interview and ace the first day
- Entering the workforce
- Developing a career path
- Email etiquette
- Workplace communication
- Money management