

# The Ultimate Checklist to Kick Off Your Career Search

Valerie S. Williams

April 12, 2025

# Housekeeping

- The slides will be provided
- Feel free to ask questions
- Ignore the fan



It  
depends...

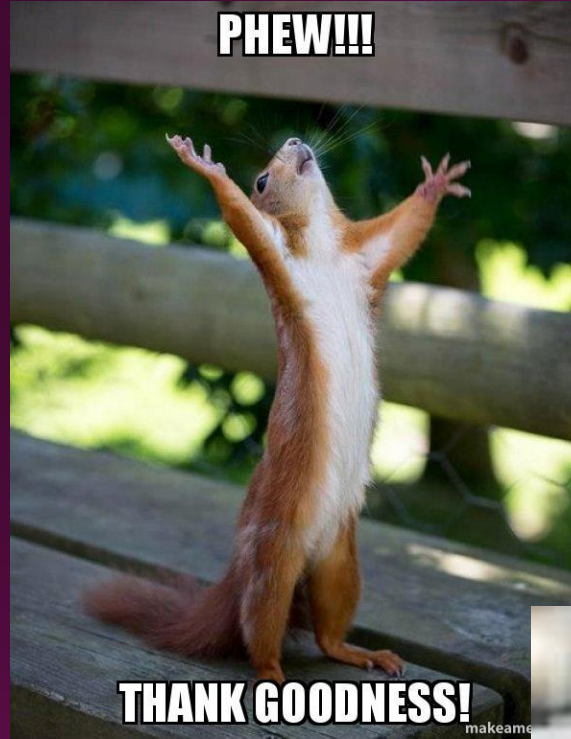
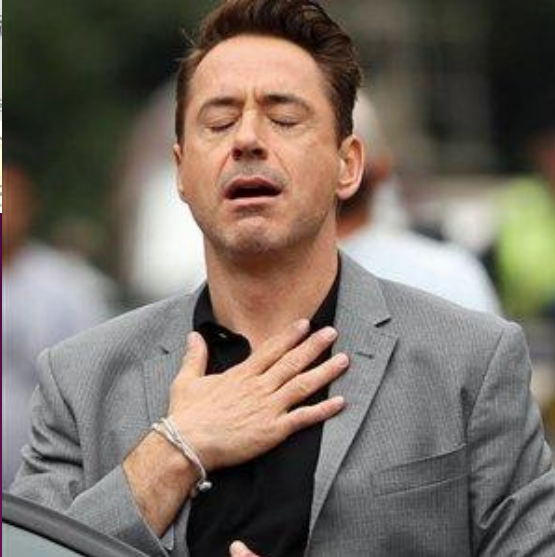
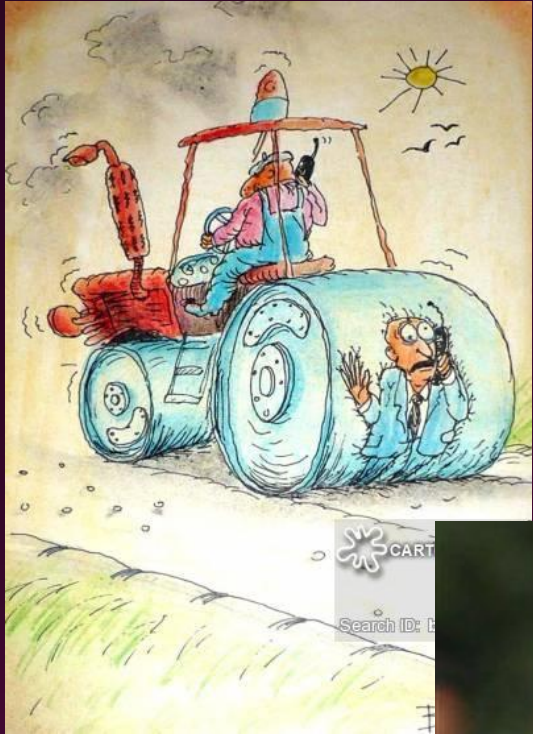
-Marty Latman

“Luck is what happens  
when preparation meets opportunity”

*Roman philosopher Seneca*

# The Transition

# “Transition” Reactions



# Your Mental Health

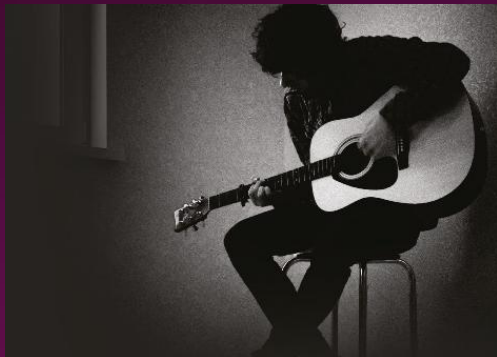
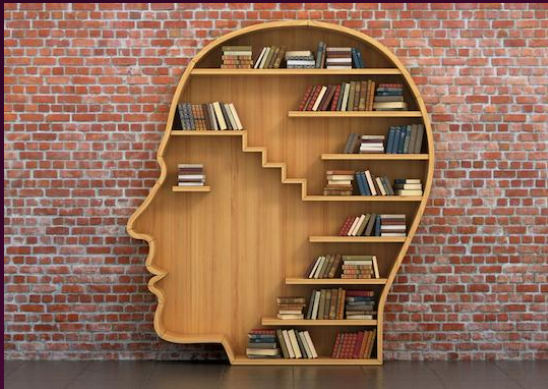
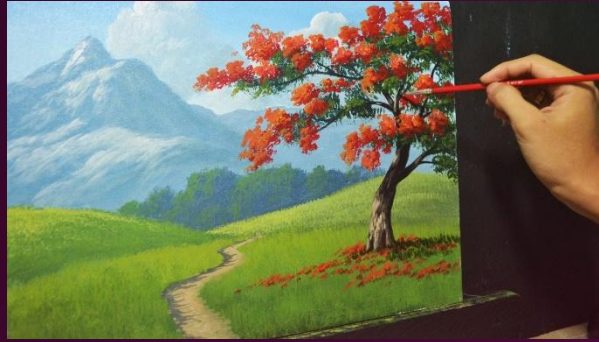
# Your State of Mind

- Acknowledge your feelings.
  - 5 stages of grief
- Who/what is your support system?
- How do you regroup?
- How do you keep positive?
- What drives you & keeps you going?
- What do your finances look like?
- What makes you laugh?
- **LEAVE THE HOUSE!**





# Stress Reducer/Hobby(ies)




# Networking

# TedTalk: The best career path isn't always a straight line

Sarah Ellis and Helen Tupper: The best career path isn't always a straight line

ted.com/talks/sarah\_ellis\_and\_helen\_tupper\_the\_best\_career\_path\_isn\_t\_always\_a\_straight\_line

TED Ideas worth spreading



Sarah Ellis and Helen Tupper | TEDxLondonWomen

**The best career path isn't always a straight line**

9:18

Share, Add to list, Like, Recommend

Details, Transcript, Reading List, Footnotes

About the talk, 14 languages, Further learning, Notes + references

Conventional wisdom frames the ideal career path as a linear one -- a ladder to be climbed with a single-minded focus to get to the top. Career development consultants Sarah Ellis and Helen Tupper invite you to replace this outdated and limiting model with "squiggly" careers: dynamic, open-ended growth paths tailor-made for your individual needs, talents and ambitions. A radical rethink for anyone who feels restricted and defined by the limits of the corporate ladder.

*This talk was presented to a local audience at TEDxLondonWomen, an independent event. TED's editors chose to feature it for you.*


**1,492,559** views

TEDxLondonWomen | February 2021

**Related tags**


[Personal Growth](#)  
[Work](#)  
[Business](#)

ABOUT THE SPEAKERS



**Sarah Ellis** · Career development consultant

Sarah Ellis is the co-founder of Amazing If, an award-winning career development company with a mission to make work better for everyone.



**Helen Tupper** · Career development consultant

Helen Tupper is the co-founder of Amazing If, an award-winning company with a mission to make careers better for everyone.

# Professional Squiggly Line



The diagram features a large, light pink arrow pointing to the right, set against a dark purple background. Inside the arrow, five rounded pink boxes are arranged horizontally, each containing a role. The roles are: PMI & Volunteering, Alpha Consulting, BMS Consultant, PBRG Project Manager, and Enterprise Governance.

PMI &  
Volunteering

Alpha  
Consulting

BMS  
Consultant

PBRG  
Project  
Manager

Enterprise  
Governance

# Professional Squiggly Line



Previous  
Manager

Potential  
Position

Incorrect  
Email

Interview

Advocates

IT PM

# Hobby Squiggly Line

Scott Kelby  
Conference

KelbyOne  
Training

Sharon Farmer  
(Photographer)


LinkedIN

The Exposure  
Group (DC)


CdCC



# Alex Freund's Networking Group List




Get the edge you **need** to land the job you **want**.




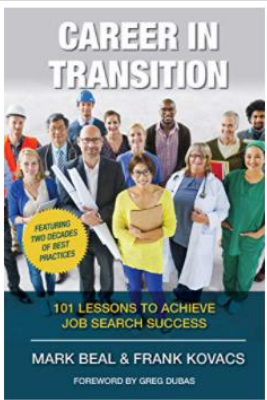
[HOME](#) [SERVICES & FEES](#) [VIDEOS](#) [EVENTS CALENDAR](#) [NETWORKING GROUPS](#) [VIRTUAL MEETINGS](#) [SURVEYS](#)

Welcome to Landing Expert Interview Practice.



Watch later Share

Watch on  YouTube




**CAREER IN TRANSITION**

101 LESSONS TO ACHIEVE JOB SEARCH SUCCESS


MARK BEAL & FRANK KOVACS

FOREWORD BY GREG DUBAS

[BUY](#) [PREVIEW](#)



Get the edge you **need** to land the job you **want**.



[HOME](#) [SERVICES & FEES](#) [VIDEOS](#) [EVENTS CALENDAR](#) [NETWORKING GROUPS](#) [SPEAKER'S BUREAU](#) [VIRTUAL MEETINGS](#) [SURVEYS](#)

## Networking Groups – Search by Location

Simply click below to find local job search / career support groups near you. **You are encouraged to contact the group before attending to confirm the group still meets as reported.**


You can also [search by state then group name here.](#)


[To edit or add new job-search networking group - please go here](#)

**Find a Networking Group Near You.**

Enter Zip Code:  Search Radius:  [Find](#)

☒ Map ☐ Satellite





# Organizational Meetings

- Project Management Institute, <https://www.pmi.org/>
- PMI New Jersey Chapter, <https://www.pminj.org/>

The screenshot displays the homepage of the PMI New Jersey Chapter website. The browser address bar shows 'pminj.org'. The navigation menu includes 'PMINJ', 'About', 'Membership/Services', and 'Events'. The main header features the PMI logo, the text 'Project Management Institute, New Jersey', and statistics: M Members 4,949, A Certifications 3,830, and R Volunteers 254. Social media icons for Facebook, LinkedIn, Twitter, and YouTube are also present.

The main content area has a blue background with the text: 'The organization of choice for New Jersey's Project Managers' and 'Wherever you are ... we are there with you.™'. To the right is a portrait of Mark Barash, labeled 'Mark Barash', with links for 'President's Monthly Message', 'Message on COVID-19', and 'Message on Human Rights'.

Below this is a section for the 'TOUR de FRANKLIN' with the text 'Give to the Tour de Franklin 2021' and an image of cyclists. To the right is a graphic that says 'ON YOUR MARK... with Mark Barash'.

The footer is divided into three columns:

- Chapter Events:**
  - National Diversity Month - 27 Apr
  - Agile Discussion Group - Agile Anti-Patterns - 28 Apr
  - Women In Leadership LCI - Leading with Confidence - 10 May
  - Life Sciences LCI - Advanced Analytics and Artificial Intelligence - 13 May
  - Monthly Program - High Velocity
- Partnership Opportunities!**
  - 2021 Scholarship Applications available for PMINJ Members **New**
  - 2021 Project of the Year Applications available **New**
  - 2021 Project Manager of the Year Applications available **New**
- Congratulations Mary Verrone**  
**Volunteer of the Quarter 4Q2020**  
Below the text is a portrait of Mary Verrone.



# LinkedIn Groups

The screenshot displays the LinkedIn Groups interface. At the top, there's a navigation bar with icons for Home, My Network, Jobs, Messaging, Notifications (with a 99+ badge), Me, Work, and Learning. Below this is a search bar and a banner for a "Cybersecurity Scholarship - \$100,000 In Cybersecurity scholarships available. 100% Online, apply free!". The main section is titled "Your groups" and lists several groups with their respective logos, names, and member counts. A "Create group" button is visible in the top right of this section. At the bottom right, there's a "Messaging" chat window.

Group Name	Members
The Breakfast Club - NJ	1,801 members
Women of Color in Pharma	777 members
Girls in Tech - Global	12,737 members
Executive Women's Circle	2,844 members
The Project Manager Network - #1 Group for Project Managers	949,060 members
IT Project Managers	16,373 members
LHH IT Roundtable	154 members
Premium Career Group	2,479,386 members
Nikon Photographers	31,212 members

# MeetUp.com



Meetup - We are what we do




meetup.com/home/

☆

V


Update

[Start a new group - 50% off!](#)   

## Next upcoming event

[Share event](#)




SAT, MAY 8, 8:00 AM EDT

**The Breakfast Club NJ - Monthly Networking Meeting**

The Breakfast Club NJ

## From your groups



[See all groups](#)




**Bucks County Women in Tech**

THU, APR 29, 4:15 PM EDT

MERN Stack Online Course (5 Week Series | Week 5: AJAX & Deployment)



[See event details](#)  




**Photography Is Medicine**

SAT, MAY 1, 10:00 AM EDT

Photography Is Medicine At The Yard


[See event details](#)  




**Michael Downey Photography**

SAT, MAY 1, 11:30 AM EDT

Intro To Slow Shutter Speed Photography at The Red Mill Museum

[See event details](#) 



# Networking ASKs

- Do NOT ask for a job
- Ask for / about
  - Career paths / options
  - Tips
- Review
  - Training
  - Certifications
- Share
  - Connections
  - Articles
  - Posts
  - Links
- Be Patient

# Managing the Journey

# Get A Calendar

- Calendly
- Family events
- Networking opportunities
  - [Alex Freund's networking group list](#)
- Organizational/industry meetings
- Volunteering
- Interviews



# Finances



- Review
  - Monthly expenses including activities
  - Ways to reduce expenses
  - Immediate and semi-immediate availability of savings
  - 401k/IRA and any penalties
- Consult Your Financial Advisor/Accountant
- Know your worth!

# How Much Should I Charge as a Consultant?

## Setting the Right Price for the Value You Offer

- Allie Decker
- “For example, let’s say I wanted to make a gross salary of \$60,000 per year. To calculate my hourly rate, I’d divide \$60,000 by 52 (weeks), which is roughly \$1,154 (per week), then divide that by 40 (hrs), which is \$28.85 (per hr). I’d then mark that up 40%, which results in an hourly rate of about \$40 (per hr).”
  - <https://foundr.com/how-much-to-charge-for-consulting/>

# Tracking Spreadsheet

- Recruiters
  - Contact name
  - Company
  - Address
  - Email address
  - Work number
  - Cell number
  - Notes
- Job Submissions
  - Submission date
  - Job title
  - Company name
  - Address
  - Phone
  - Contact
  - Found on
  - Submitted on URL
  - Email used
  - Reference
  - Notes
  - Status
- Salary Info
  - Hourly
  - Daily
  - Weekly
  - Monthly
  - Yearly



# Tracking Spreadsheet

- Travel

- Date
- Event
- Organization
- Location
- Mileage (1 way/round trip)
- Tolls (1 way /round trip)
- Parking

2066 miles

- Training

- Training Company
- Address
- Phone
- Contact
- Class name
- Hours/CEUs/PDUs
- Number of days
- Cost
- Start-End dates

# Identify Your Next Career Step

ALL MY LIFE I'VE WANTED  
TO BE SOMEBODY... NOW,  
WHO THE HELL WAS IT ?



# Regroup and Rethink

- What do you like to do?
- What do you NOT like to do?
- What did you like about your previous jobs?
- What did you NOT like about your previous jobs?
- Self assessment



# Consider All Options

- Full, part time or contract position
- Own your own business
- Non-profit organizations
- Small vs. large companies
- Alternative industries





# Useful Sites

- Company website
- LinkedIn
- Twitter
- Instagram
- Facebook
- Meetup.com



- Google
- YouTube
- Pinterest
- Flickr
- SlideShare

# Beware of...

- Unknown callers/contacts
- Limited LinkedIn profile and/or recently created
- Requests for personal info, e.g. Social Security Number, Banking info
- Unable to find the job on company's website
- Request to click on a link
- Vague job descriptions
- Lack of responsiveness



# Documentation



# The 5 P's

## Proper Preparation Prevents Poor Performance

-shared by Margaretta and possibly from the Boy Scouts

# Kitchen Sink Resume

- Summary
- EVERY job you've ever had
- EVERYTHING you ever did
- Spell out acronyms, i.e. A.E., S.A.E.
  - Application Engineer, Senior App Engineer
  - Adverse Events, Serious Adverse Event
- Certifications and/or licenses
- Education
- Technical Skills
- Publications and/or presentations
- Badges from <https://www.youracclaim.com/>



- Volunteer groups
- Word cloud apps
  - <https://tagcrowd.com/>
  - <https://worditout.com/>
  - <http://www.wordle.net/>

# Additional Documents

- Professional Summary
- One pager
- Cover letter
- T-letter
- A thank you letter
- Copy of relevant presentations/publications
- List of questions for the interviewers
- Answers for standard interview questions



NAME \_\_\_\_\_ Phone \_\_\_\_\_  
Address/LinkedIn URL \_\_\_\_\_ Email \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Re: TITLE \_\_\_\_\_

Dear NAME,

I was interested in seeing the TITLE opportunity posted and I would be very interested in discussing the position further.

In my career as a developer and manager I worked with several database systems through the concept, identification and selection process, various testing phases and release process. I worked directly with clients and vendors throughout my career developing and cultivating relationships. Internally I also lead process and morale improvement initiatives in addition to managing several simultaneous projects.

+

- Project Management including resourcing, scheduling and project plans
- Identified requirements
- Unit, system and user acceptance testing
- Management and mentorship of direct reports and project team members
- Database and form design
- Development of training materials, SOPs and best practices

I'm technically proficient with the Microsoft suite as well as other applications and am able to learn new systems quickly.

I'm confident my skills and knowledge would be of use within your organization. I would like to be interested in discussing this position further and can be reached at PHONE. Thank you for your time. I look forward to learning more about this opportunity.

Sincerely,

*Signature*

Name \_\_\_\_\_

NAME \_\_\_\_\_ PROFESSIONAL SUMMARY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
<https://www.linkedin.com/in/NAME> <https://www.linkedin.com/in/NAME>

**PROFESSIONAL OBJECTIVE**  
I'm seeking a project management position in the IT industry focusing on development and deployment of system applications. I would prefer a local position but I'm considering a commute from my current residence that is no more than an hour away. I am also open to telecommuting. Some travel, domestic or international, is welcome.

**TARGET FUNCTIONS**  
Project Manager, Sr. Project Manager, IT Manager, Project Management Consultant

**TARGET COMPANIES**  
Rutgers University, Princeton University, American Express, ~~Seacore~~, ~~Acso~~ Corp, ~~Conduco~~ Software Group, Sirius Computer Solutions, BGP

**QUALIFICATIONS PROFILE**  
Successful management and completion of simultaneous projects on time and on budget. Efficiently worked closely with the sponsor to provide guidance and direction throughout the technical design and development process through product release. Effectively mentored direct reports and project team members through projects and self-development efforts. Identified, developed and lead educational and moral improvement initiatives within a team environment leading to increased productivity within the department. Capable of articulating concepts within small groups and larger national/international conferences leading to new business opportunities. Effectively researched new system requirements for cross departmental use, identifying possible vendors and guided the team through the selection process. Participated in the contract negotiations and created vendor governance plans.

**KEY SKILLS & AREAS OF EXPERTISE**

Project Management	General Management	Technical Skills
• Project oversight and reporting	• Team building	• MS Office: Word, Access, Excel, Visio, PowerPoint, SharePoint
• Organization & Planning	• Mentoring	• Oracle, Oracle iBee, Oracle Clinical, Medidata Rave
• Budgeting	• Cross functional management	• iBee/iBee, Crystal Reports
• Resource management	• Vendor relationship management	• System development and testing life cycle
• Process improvements	• Documentation	• Project life cycle

**PROFESSIONAL EXPERIENCE**

Company, City, State	Title	Start date to End date
Company, City, State	Title	Start date to End date
Company, City, State	Title	Start date to End date
Company, City, State	Title	Start date to End date

NAME \_\_\_\_\_ Phone \_\_\_\_\_  
Address/LinkedIn URL \_\_\_\_\_ Email \_\_\_\_\_

ADDRESS \_\_\_\_\_

Re: JOB TITLE \_\_\_\_\_

Dear COMPANY NAME,

This is letter is in addition to my resume and cover letter submitted for the JOB TITLE position within COMPANY NAME. I am interested and well qualified to perform the responsibilities associated YADDA YADDA YADDA with an extremely high degree of success and competency, as follows:

+

Your Requirements and Primary Duties	My background
→ Company's requirements	→ Which skills will help resolve/address this requirements
→ Company's requirements	→ Which skills will help resolve/address this requirements
→ Company's requirements	→ Which skills will help resolve/address this requirements

I look forward to exploring this position with you further. Thank you for your kind consideration.

Sincerely,

*Signature*

# Addition Information

- Personal info, i.e.
  - Address
  - Phone number
    - <https://voice.google.com/>
  - Email address
  - LinkedIn account
  - Certification ID#
- Previous company info
  - Address, phone
  - Previous/last manager's name
  - Previous salary
- College info
  - Degrees
  - Mailing address
  - Transcripts
- Salary
  - Ranges
  - Requirements
    - Health care
    - 401k
    - PTO

# Create Sample Presentations/Documents

- Microsoft Project plan
- Microsoft Power Point presentation
- Microsoft Excel spreadsheet/chart
- Marketing plan
- Copy of relevant presentations/publications



# Branding - The Elevator Pitch

- Do's

- Smile
- Speak up & measured
- Create multiple lengths, i.e. 5, 10, 15, 30 secs or 1, 5, 10 mins
- Name triggers
- What you can do for the company
- How you can add value to the company

- Don'ts

- Mumble or speed talk
- Avoid long speeches or rambling
- How long you've been with a company
- How wonderful you are

# Elevator Pitch / Online Introduction

- Good Morning Everyone, My name is Valerie and I'm a Project Manager in Central NJ currently working in Pharma. I have a strong focus on organization and I support my team by helping them to successfully complete the project on time and on budget. I would love to connect and share my network. Look for me on LinkedIn as Valerie S Williams (don't forget the 'S')  
<https://www.linkedin.com/in/valerie-s-williams-pmp/>

- Hint: keep a copy in a text file

# Email Branding

- Do's

- Use gmail, yahoo or a branded provider
- Names should be professional, i.e. johndoe@gmail.com
- Personal website
- LinkedIn URL

- Don'ts

- Use AOL and/or prodigy
- Non-professional names, i.e. Princess@aol.com, Jane1965@gmail.com
- Comcast and Verizon information could be lost if you switch carriers



# Business Card Branding



Met On:		
Location/Event:		
Notes:		
Leader	Advocate	Mentor
Observer	Meticulous	Innovator
Mediary	Troubleshooter	Influencer

- Business cards
  - Name
  - Title/Job
  - Phone number
  - Email
  - LinkedIn
  - Tag line
  - List of skills for the back
  - QR Code
- Badge/lanyard

<http://www.vistaprint.com>

<http://www.staples.com/>

<https://www.moo.com/us/>

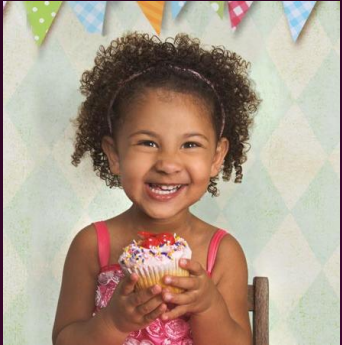
<https://www.4over4.com/>

[www.camcard.com](http://www.camcard.com)

- Business card reader app



# Update Your Profile Pictures



<https://www.photofeeler.com/>

# Let's Meet



# Prepare to Meet



- Quality vs. Quantity
- Setup 1-1, i.e. coffee or video
- What is the goal(s) of the meeting?
  - What do you want learn and/or share?
- Learn about the company and/or person you're meeting with
- Setup time and a place, i.e. coffee or video
- Map and test drive the route
- Track your miles and/or tolls

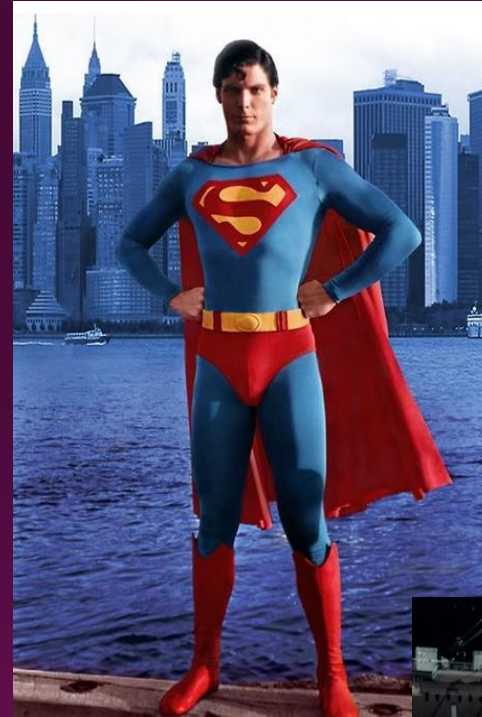
# Prepare to Meet

- Arrive early
- Turn off your phone
- Practice your body language
- Ensure materials for notes are ready
- Reboot your computer/close ALL windows/apps
- Add “Do not disturb” message to your door
- Several outfits, 1 - 3 outfits and wear pants!



# RIGHT Before the Interview

- Power pose, deep breaths
  - Amy Cuddy: Power Pose
- “Absolutely Abby” Kohut:
  - You are Absolutely Qualified
- Know you’re prepared



# The Interview

- **BE YOURSELF!**
- Smile
- Firm hand shake?
- Offer to pay for the coffee and do if you can
- Let them know WHO you are
- Learn more about WHO they are
- Make it a conversation
- Setup actionable next steps



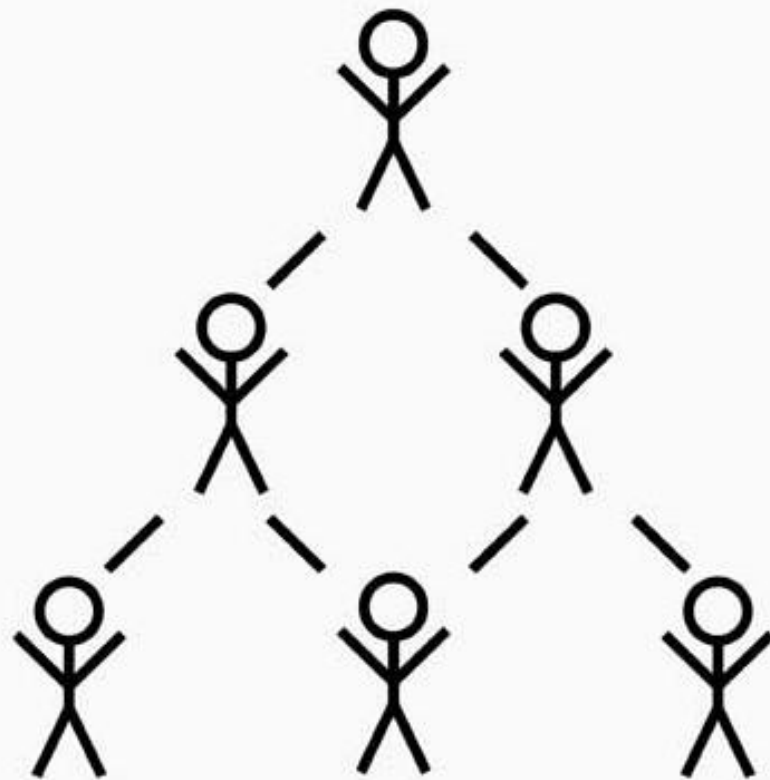


# Post Interview

- Send a thank you
- Document your mileage, tolls and parking as appropriate
- Prepared to be Googled







Pay it Forward!

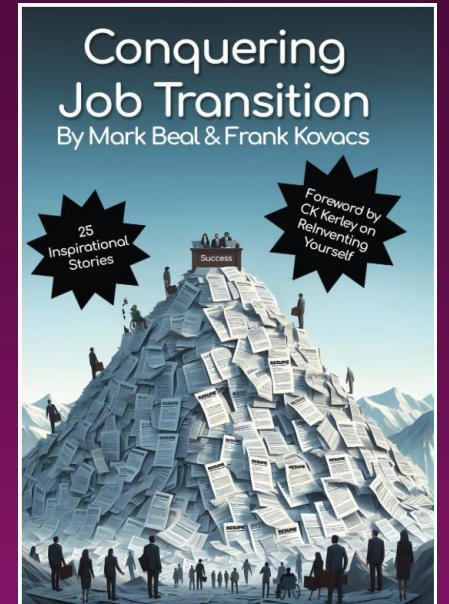
# Once You're Hired

- Attend company meetings and events
- Join People Business and Resource Groups/Affinity Groups
- Volunteer internally/externally
- Look for stretch assignments

# Contact Info

- Valerie S. Williams
- [vswilliams7143@gmail.com](mailto:vswilliams7143@gmail.com)
- <https://www.linkedin.com/in/valerie-s-williams-pmp/>
- Supporting Documents: <https://drive.google.com/drive/Job-Hunt-Info>
- [Conquering Job Transition](#) by [Mark Beal](#) (Author), [Frank Kovacs](#) (Author), [Christina CK Kerley](#) (Foreword)

Remember, "tomorrow's future really starts today"  
in life and your career. -Diane Hasili





# Appendix

# Personal



# Self Assessment & Tests

- Identify cross functional skills
- Rank your skills
- Ask for feedback from others
- <https://www.monster.com/career-advice/article/best-free-career-assessment-tools>
- <https://www.themyersbriggs.com/>
- <http://www.funeducation.com/Tests/PersonalityTest>

# Mentor



men·tor

/ˈmen.tôr,ˈmen.tər/

*noun*

noun: **mentor**; plural noun: **mentors**

an experienced and trusted adviser.

"he was her friend and mentor until his death in 1915"

Similar:

adviser

guide

confidant

confidante

counselor

consultant



- an experienced person in a company, college, or school who trains and counsels new employees or students.

"regular meetings between mentor and trainee help guide young engineers through their early years"

Similar:

trainer

teacher

tutor

coach

instructor

*verb*

verb: **mentor**; 3rd person present: **mentors**; past tense: **mentored**; past participle: **mentored**; gerund or present participle: **mentoring**

advise or train (someone, especially a younger colleague).

"both trainees were expertly mentored by a site supervisor"

# Advocate

## ad·vo·cate



*noun*

noun: **advocate**; plural noun: **advocates**

/ˈadvəkət/

a person who publicly supports or recommends a particular cause or policy.

"he was an untiring **advocate of** economic reform"

Similar:

champion

upholder

supporter

backer

promoter

proponent



- a person who pleads on someone else's behalf.  
"care managers can become advocates for their clients"
- a pleader in a court of law; a lawyer.  
"Marshall was a skilled advocate but a mediocre judge"

Similar:

barrister

lawyer

counsel

counselor

professional pleader



*verb*

verb: **advocate**; 3rd person present: **advocates**; past tense: **advocated**; past participle: **advocated**;

gerund or present participle: **advocating**

/ˈadvəˌkāt/

publicly recommend or support.

"they advocated an ethical foreign policy"

Similar:

recommend

prescribe

commend


advise

favor

approve of



# Sponsor

 **spən·sor**  
/'spənsər/


See definitions in:

[All](#) [Broadcasting](#) [Parliament](#) [Religion](#)

*noun*

noun: **sponsor**; plural noun: **sponsors**

1. an individual or organization that pays some or all of the costs involved in staging a sporting or artistic event in return for advertising.  
"the production cost \$50,000, most coming from local sponsors"
  - a person who pledges to donate a certain amount of money to another person after they have participated in a fund-raising event organized on behalf of a charity.  
"I need to get some more sponsors for the swim I'm doing"
  - **us**  
a business or organization that pays for or contributes to the costs of a radio or television program in return for advertising.  
"NBC found a sponsor willing to put the election up on prime time"

Similar: [backer](#) [patron](#) [promoter](#) [subsidizer](#) [benefactor](#) [benefactress](#) 

2. a person who introduces and supports a proposal for legislation.  
"a leading sponsor of the bill"
  - a person taking official responsibility for the actions of another.  
"they act as informants, sponsors, and contacts for new immigrants"
  - a godparent at a child's baptism.
  - (especially in the Roman Catholic Church) a person presenting a candidate for confirmation.  
"Paul has asked me to be his sponsor for confirmation next month"

TedTalk: Carla Harris: How to find the person who can help you get ahead at work

# Volunteering Opportunities

- <https://createthegood.aarp.org/>
- <https://www.volunteermatch.org/>
- <https://www.mynetworkingcentral.com/>
- <https://www.jobs2careers.com/>
- <https://www.flexjobs.com/>



# Documentation

# Artificial Intelligence (AI) Sites

- <https://chatgpt.com/>
- <https://claude.ai/login>
- <https://commenter.ai/>
- <https://earnbetter.com/>
- <https://gemini.google.com/>
- <https://grow.google/certificates/interview-warmup/>
- <https://interviewsby.ai/>
- <https://openai.com/>
- <https://www.anthropic.com/>



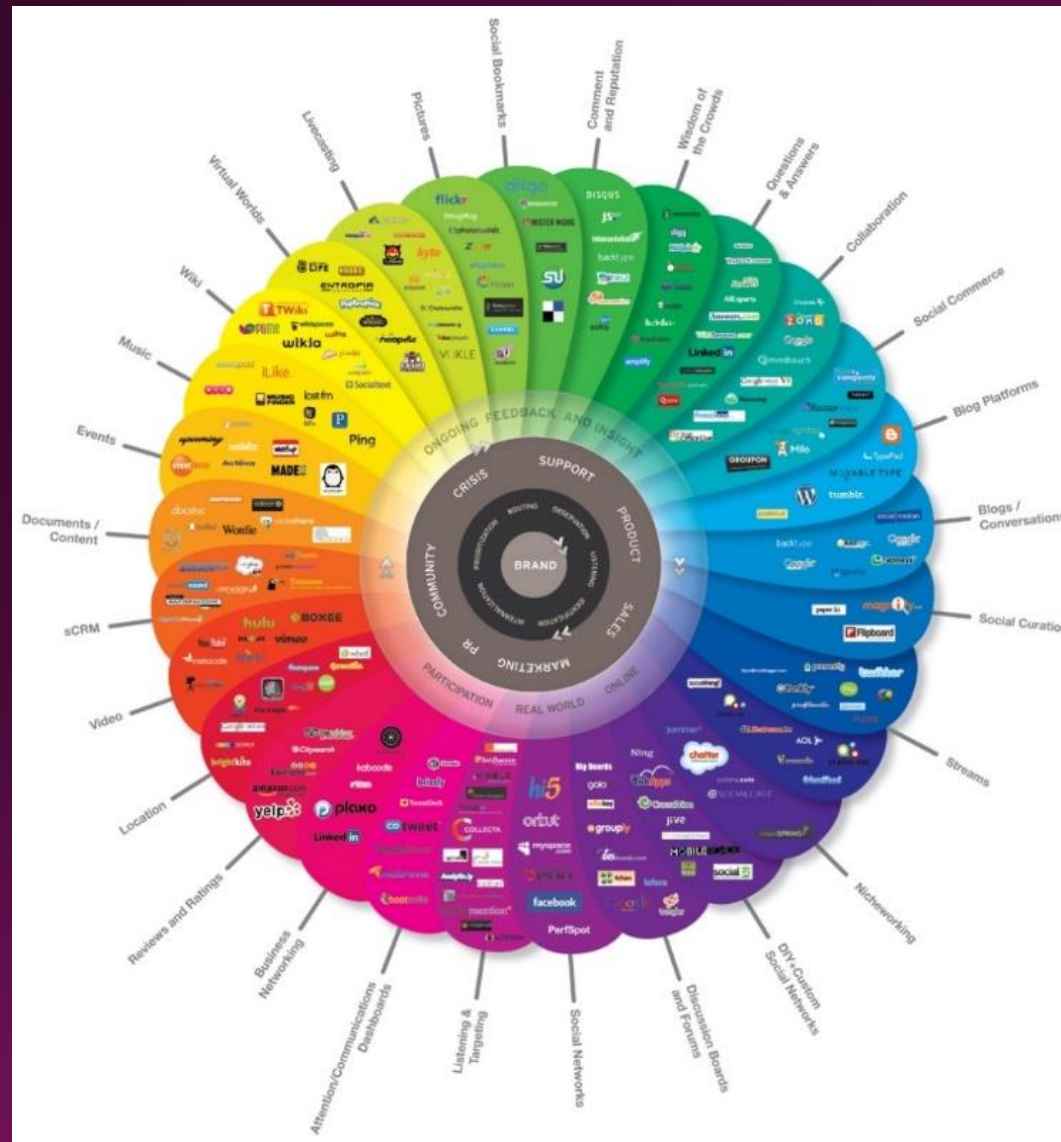
# Applicant Tracking System (ATS) – Don'ts

- Lines
- Tables
- Solid black bullets
- Images
- Headers & Footers
- Don't save as a PDF, HTML, Open Office, and Apple Pages
- Hiding text in white
- Text smaller than 11 pts

# Applicant Tracking System (ATS) – Do's

- Helvetica, Garamond, or Georgia fonts
- Use formal section headings
- Use a Chronological format
- Use full dates, i.e. Month Day, Year
- Use both the long-form and acronym version of keywords (e.g. "Master of Business Administration (MBA)")
- Save as a Word .doc or txt file
- Use American spellings

# Social Media Possibilities



# Training

# Training/Personal Development

We Can Do IT - University of Phoenix



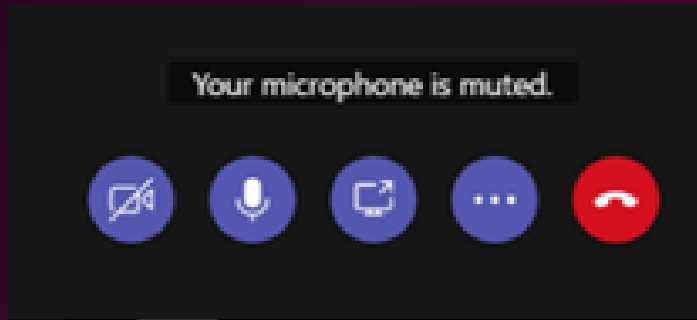
# Training/Personal Development

- Library card
  - Mercer County,  
<https://www.mcl.org/>
  - [eLibraryNJ.com](http://eLibraryNJ.com)
  - [HooplaDigital.com](http://HooplaDigital.com)
- [PSG of Mercer County / Professional Development](#)
- [NJ One Stop](#) with Unemployment
- Ready to Work NJ (6 months or more)
- [YouTube.com](http://YouTube.com)
- [LinkedIn-Learning\\*](#)
- [Microsoft.com](http://Microsoft.com)
- [Udemy.com](http://Udemy.com)\*
- [Skillsoft.com](http://Skillsoft.com)\*
- [Ted.com](http://Ted.com)
- [edX.org](http://edX.org)\*
- [MOOC.org](http://MOOC.org)
- [PluralSight.com](http://PluralSight.com)\*
- [TeamTreehouse.com](http://TeamTreehouse.com)\*
- [Coursera.org](http://Coursera.org)
- [University of Phoenix](http://University of Phoenix)\*

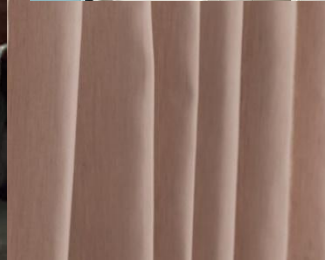
# Meeting Prep



# Video Conference Call Tips



# Video Conference Calls Tips cont.



# Video Conference Call Tips cont.

- [YouTube: How to Look Good in Skype Interviews](#)





# Video Conference Call Tips cont.

