

Resources on alis to Help Transition to Work

Plan

Your
Career

Explore

Education
& Training

Look

For
Work

Succeed

At
Work

When considering your career options, assessing the range of skills you have and knowing the possible paths you can take with them is the key to success. Alis can help with each stage of the process.

Step One: Identify Your Skills

Your life experiences have given you work-specific skills (technical) as well as transferable soft skills (communication, problem-solving, teamwork). These skills can be applied to a diverse range of occupations. Find out what your skills are and how to market them.

- [Assessing You: The First Step in Career Planning publication](#) Discover your passions, skills and personal assets and learn how to market them.
- [Build Job Skills Employers Want to See on Your Resumé](#)
- [CAREERinsite](#) Quizzes to help you narrow career options based on values, skills, abilities and interests. Results are saved in your career plan.
- [Do You Have the Skills Employers Want?](#) and [Workplace Essential Skills](#)
- [How Does Your Attitude Measure Up?](#)
- [Market Your Employability Skills](#)
- [Workability: What You Need to Get & Keep a Job publication](#) Through exercises, checklists, and personal stories, you learn key skills and attitudes employers look for when they hire work.

Step Two: Review the Labour Market

Use labour market information to spot the diverse employment prospects that align with your skills.

- 550+ [occupational profiles](#) Education, certification, employment outlook, typical working conditions, wage and salary ranges. Many have day-in-the-life [occupational videos](#).
- [Finding Work Opportunities](#)
- [Separating the Best LMI from the Rest](#)
- [Service Industries: Much More Than Fast Food](#)
- [Understanding Different Types of Work](#)
- [Where to Find Labour Market Information](#) and [How Does Labour Market Information Help You?](#)

Step Three: Discover Your Options

You've learned what transferable skills you have to offer, and what the job market is looking for...now what? Career Planning is the step that matches your interests and skills with the job market opportunities available.

- [Become a Calculated Risk-Taker in Your Career](#)
- [Career Planner: Choosing an Occupation publication](#) Advice, exercises and tips.
- [Discover How Career Planning Can Help You](#)
- [Keep Your Career on Track in a Hot or Cold Economy](#)
- [My Choices, My Work, My Life publication](#) Decision-making guide will help you make a plan.
- [Put Your Experience to Work](#)

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Step Four: Explore Education and Training

If there's a skills gap to get the job you want, consider your education and training options.

- [Distance Learning: Make It Work for You](#)
- [Explore schools and programs](#) How to apply for admission and pay for post-secondary.
- [Earn While You Learn Part Time](#)
- [Education and Training Planner publication](#) Help with education and training options.
- [Employability Skills Help You Succeed at School](#)
- [Going Back to School: Fitting Everything In](#)
- [Many Training Paths Develop Skills and Knowledge](#)
- [Overcome Your Defenses Against Learning](#)
- [Financing Your Education Through Scholarships, Bursaries, and Grants](#)
- [Time to Choose Your Post-Secondary Education](#) Up-to-date details about post-secondary options, programs, schools, student funding, and transfer credits.

Step Five: Look for Work

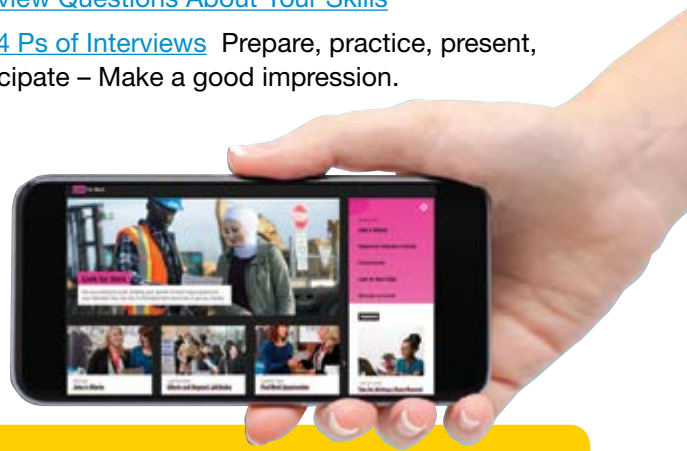
You're ready to put your job search plan to work. Learn how to network effectively, conduct an information interview and be successful in a job interview.

Searching for work

- [Alberta and Regional Job Banks](#) and [Student Job Banks](#)
- [Alternatives to Traditional Full-Time Employment](#) Part-time, job sharing, self-employment.
- [Employer Job Banks by Industry](#) and [Public Service Job Banks](#)
- [Choose the Right Type of Resumé](#) 3 options depending on your work history. [Resumé Checklists](#)
- [Get the Most Out of Career Fairs](#)
- [Getting and Keeping the Work You Want](#)
- [Jobs in Alberta](#) Find thousands of job postings on alis, and sign up to be alerted when job postings that match selected categories are added, or when they near submission deadline.
- [Networking Online](#)
- [Work Search Basics publication](#) and [Work Search: Get the information You Need](#)
- [Work search videos](#) Answers "How do I write an effective resumé?" "What should I do after an interview?"

Applying and interviewing

- [Applying for Work Online](#)
- [Be Prepared to Answer Behaviour-Descriptive Questions](#)
- [Cover Letters and Emails – Open the Door to an Interview](#) and [Cover Letter Examples](#)
- [Filling out Employment Application Forms](#) Advice on how to influence possible outcomes.
- ["How do I get ready for an interview?"](#) The answer may help you get a job.
- [How to Handle Job Offers](#)
- [How to Answer Typical Interview Questions](#)
- [Interview Questions About Your Skills](#)
- [The 4 Ps of Interviews](#) Prepare, practice, present, participate – Make a good impression.



Alberta Supports Centres

Located throughout Alberta, these centres offer information on occupations, career options, finding work, and education programs and funding. You can talk to a career and employment consultant, use phone and fax machines, and computers for job searches or word processing.