DEAR EDUCATOR AND VOLUNTEER,

As you implement JA It's My Job, we want you to be aware of new, self-guided, on-demand digital resources available to enhance and extend student learning. These bite-size learning activities average 5–10 minutes in length, are highly interactive, and are accessible via computer or mobile device at https://connect.ja.org/work-career-readiness. They may be used:

- As pre-program activities to help jump-start conversation.
- To practice concepts during your JA class sessions.
- As a follow-up for extended learning/practice.

All basic-level resources are available to any user. Intermediate and advanced resources require login (users can access with existing JA login or may self-register). Select the thumbnail image to go directly to the resource.

New resources are added frequently, so check back often. Examples of resources that align with JA It's My Job include the following:

COMMUNICATING ABOUT YOURSELF

What Is a Growth Mindset?
- Basic
- ✔ Critical & Analytical Thinking
- ✔ Creativity

How to Develop a Growth Mindset
- Basic
- ✔ Critical & Analytical Thinking
- ✔ Creativity

Collecting Evidence of Transferable Skills
- Basic
- ✔ Career Development
- ✔ Engaging Communication

What Is Collaboration?
- Basic
- ✔ Collaboration

Effective Team Behavior
- Intermediate
- ✔ Collaboration

INTERVIEWING

Understanding Interviewing
- Basic
- ✔ Career Development
- ✔ Engaging Communication
- ✔ Cultural Agility
- ✔ Interpersonal Skills

Preparing for a Winning Interview
- Basic
- ✔ Career Development
- ✔ Engaging Communication
- ✔ Cultural Agility
- ✔ Interpersonal Skills

Dressing for Interviews
- Basic
- ✔ Career Development
- ✔ Interpersonal Skills
- ✔ Decision Making
INTERVIEWING (CONT.)

Interview Etiquette
- Basic
  - ✓ Career Development
  - ✓ Collaboration
  - ✓ Engaging Communication
  - ✓ Cultural Agility
  - ✓ Interpersonal Skills

Polish Your Personal Brand
- Intermediate
  - ✓ Career Development
  - ✓ Interpersonal Skills

Answering Difficult Questions
- Intermediate
  - ✓ Career Development
  - ✓ Cultural Agility

Owning the Interview
- Intermediate
  - ✓ Career Development
  - ✓ Interpersonal Skills

Preparing to Talk About Yourself
- Advanced
  - ✓ Career Development
  - ✓ Creativity
  - ✓ Engaging Communication

APPLICATIONS AND RESUMES

Introduction to Job Search Tools
- Basic
  - ✓ Career Development

Digital Ethics
- Basic
  - ✓ Engaging Communication
  - ✓ Self-Direction

Practice Using a Job Search Tool
- Intermediate
  - ✓ Career Development

Understanding Job Postings
- Intermediate
  - ✓ Career Development

Effective Profile Statements
- Intermediate
  - ✓ Career Development

Online Job Applications
- Intermediate
  - ✓ Career Development
  - ✓ Engaging Communication
  - ✓ Decision Making

Crafting Your Resume
- Advanced
  - ✓ Career Development