

# Prepare Yourself Now

## RESOURCES

### EDUCATION / TRAINING

Career Direction

<https://www.careerprepschool.org/planning-your-future/career-direction.html>

Education Planner

<http://www.educationplanner.org/students/index.shtml>

List of Vocational Schools in the U.S.

[https://en.m.wikipedia.org/wiki/List\\_of\\_vocational\\_colleges\\_in\\_the\\_United\\_States](https://en.m.wikipedia.org/wiki/List_of_vocational_colleges_in_the_United_States)

Time Management for Busy College Students

<https://www.purdueglobal.edu/blog/student-life/time-management-busy-college-students/>

My Plan - Career and College Advice

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

15 Ways to Get Inspired

<https://www.onlineschoolscenter.com/15-ways-get-inspired/>

Online Ivy League Courses

<https://www.freecodecamp.org/news/ivy-league-free-online-courses>

Online Schools Center

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

Vocational Training HQ

<https://www.vocationaltraininghq.com/how-to-become/>

Penn Foster Career Programs

[www.PennFoster.edu](http://www.PennFoster.edu)

Ashworth College

[www.AshworthCollege.edu](http://www.AshworthCollege.edu)

Udemy

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

Skillshare

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

LinkedIn Learning

[www.LinkedIn.com/Learning](http://www.LinkedIn.com/Learning)

Coursera (Degrees, Certificates, and Free Online Courses)

[www.Coursera.org](http://www.Coursera.org)

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### SKILLS

Soft Skills

<https://www.thebalancecareers.com/list-of-soft-skills-2063770>

Hard Skills

<https://www.thebalancecareers.com/what-are-hard-skills-2060829>

Hard Skills vs Soft Skills

<https://www.thebalancecareers.com/hard-skills-vs-soft-skills-2063780>

12 Critical Skills to Succeed

<https://thriveglobal.com/stories/12-critical-skills-to-succeed-in-your-workplace-and-advance-your-career/>

Hard Skills vs Soft Skills

<https://www.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills>

Employability Skills

[https://www.conferenceboard.ca/\(X\(1\)S\(qvtxek4shya4lmvbzglqqdwd\)\)/edu/employability-skills.aspx?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(qvtxek4shya4lmvbzglqqdwd))/edu/employability-skills.aspx?AspxAutoDetectCookieSupport=1)

How to Write Accomplishments on Your Resume

<https://www.monster.com/career-advice/article/resume-accomplishments-examples>

Finance Skills

<https://www.thebalancecareers.com/finance-skills-list-2062397>

Computer Skills

<https://www.thebalancecareers.com/computer-skills-list-2063738>

Program Management vs Project Management

<https://www.workfront.com/blog/differences-between-program-management-and-project-management>

### COMMUNICATION

Communication Barriers and Strategies

<https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/communicating-students/telling/effective-communication-barriers-and-strategies>

Effective Communication Strategies for the Workplace

<https://www.perkbox.com/uk/resources/blog/20-effective-communication-strategies-for-the-workplace>

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### HOSPITALITY

Hospitality Careers: Options, Job Titles, and Descriptions

<https://www.liveabout.com/hospitality-job-titles-2061496>

15 Potential Jobs You Can Get with a Hospitality Management Degree

<https://www.kent.edu/ehhs/fla/hm/15-potential-jobs>

Tips for a Successful Mid-Career Change

<https://www.thebalancemoney.com/tips-for-a-successful-mid-career-change-4083208>

How to Get Back on Your Feet After Losing Your Job

<https://www.liveabout.com/how-to-get-back-on-your-feet-after-losing-your-job-5078131>

### PERSONALITY / CAREER TESTS

MBTI

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

16Personalities

<https://www.16personalities.com/>

Career Planner

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

### ADDITIONAL WEBSITES

<https://www.careeronestop.org/>

<https://www.onetonline.org/>

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

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

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

<https://www.volunteermatch.org/>

<https://www.idealyst.org/en>

<https://www.job-hunt.org/>

<https://www.guidestar.org/>

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## RESOURCES

<https://charityvillage.com/organizations/>

<https://taprootfoundation.org/>

### **CAREER DEVELOPMENT BOOKS**

What Color is Your Parachute? [LINK](#)

StrengthsFinder 2.0 [LINK](#)

The Third Door [LINK](#)

Limitless (workbook) [LINK](#)

Dare to Lead (workbook) [LINK](#)

Happen to Your Career [LINK](#)

Grad to Grown-Up [LINK](#)

Get Your Career in SHAPE [LINK](#)

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