Online Employment Readiness Portal

WorkplaceNL's Online Employment Readiness portal has programs and tools to help make your job search easier. Once your case manager sends you an email invite, you can start using the portal right away. Check out some of its features below.

Resume and Cover Letter Builder

Provides step-by-step instructions for creating tailored, professional resume and cover letter templates to help you make a better first impression.

Certification Training

Access free online training including job search success and workplace productivity programs. You will receive a printable certificate for each module you complete.

Job search success programs include:
- Planning your career
- Preparing your resume and cover letter
- How to make the most of your job search
- Get ready to give great interviews

Workplace productivity programs include:
- Teamwork
- Customer service
- Basic computer literacy
- Time management
- Dealing with difficult people

Interview Practice Review Tool

The interview practice tool simulates realistic interviews for over 120 different positions to help you gain realistic experience and prepare for your next interview. It also records your practice interviews for you to review and share with others for feedback.

Job Search and SmartTracker

You can search job opportunities from Indeed and ZipRecruiter directly on the portal. You can also use Google Chrome's SmartTracker to compare your resume with the job posting requirements, find out if you qualified for the position based on keyword matches, and save job postings. To download Google Chrome, visit www.google.com/chrome and follow the instructions.

Opportunity Management Tracking

This feature simplifies your job search by allowing you to manage, organize and save job applications and job postings, track weekly job application progress and create to-do lists and reminders to help you meet your goals.

Networking

The email builder feature generates structured email templates that engage and stand out based on previous networking interactions.

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