



# Career Planning

- Topics are highlighted in orange.
- Courses in series (highlighted in black) are shown in order they should be viewed.
- Courses include Closed Captions (CC) in the following languages: English, Chinese (Simplified), French, French (Canadian), German, Portuguese, Spanish, Thai.



## Career Planning

- How to Get Your First Job
- How to Create a Resume
- Filling Out an Application
- What's an Applicant Tracking System?
- What's a Background Check?
- Looking for a Job in Your Field
- Do You Need a Cover Letter?
- How to Create a Professional Profile
- Getting Yourself Out There
- Negotiating Your Salary and Benefits
- Writing a Thank You Letter
- Understanding a Job Offer
- How to Prepare for an Interview
- What to Expect in an Interview
- What to Wear for an Interview

## Getting Paid

- Understanding the US Tax System
- Taxes and Your Pay Stub
- Understanding Your Pay Stub
- The Tax Cycle and Your Job Paperwork
- Do You Need to File a Tax Return?
- How to File Your Taxes
- Understanding Your Hidden Paycheck

## Insurance

- Health Insurance 101
- Selecting the Right Health Plan
- Auto Insurance 101
- Home Insurance 101
- Renter's Insurance
- COBRA Insurance

## The Virtual Interview

- Preparing for Your Virtual Interview
- During Your Virtual Interview

