

# Certificate of Completion

Illinois workNet® hereby acknowledges that

Unique Sutton

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

**7/30/2020**

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication

Maintaining Professionalism

Solving Problems and Critical Thinking

Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior

Maintaining Interpersonal Relationships

Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration

Finding Training Programs to Qualify for Careers

Setting Goals

Preparing a Resume and Portfolio

Finding Job Openings

Applying for Jobs

Interviewing

Networking

Starting a Job

Managing Money

Gaining Skills for Success



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE