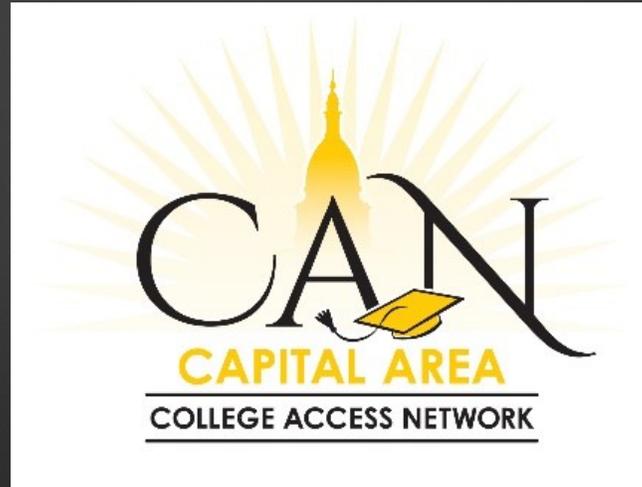


# Pathway to Potential: Resources, Tools, & Tips



Website: [capcan.org](http://capcan.org)

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Email: [capitalareacan@gmail.com](mailto:capitalareacan@gmail.com)

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- Saving Money
- Thinking for Yourself
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- Coping with Stress
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# NEED HELP... GETTING BACK TO SCHOOL?

- ▶ (Article) – Going Back to School: A Step by Step Guide
  - ▶ <https://mycollegeguide.org/online-colleges/going-back-to-school>
- ▶ (Article) – Returning to School as an Adult
  - ▶ <https://careerwise.minnstate.edu/education/return-to-school.html>
- ▶ (Article) – Explore College Opportunities with New Google Search Features
  - ▶ <https://www.blog.google/products/search/explore-college-opportunities-new-search-features/>

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# NEED HELP... WITH TAKING NOTES?

- ▶ (VIDEO) Tips on how to take better notes and to retain knowledge
  - ▶ [https://www.youtube.com/watch?v=E7CwqNHn\\_Ns](https://www.youtube.com/watch?v=E7CwqNHn_Ns)
- ▶ (VIDEO) 10 more tips on taking better notes
  - ▶ <https://www.youtube.com/watch?v=m5cQ5bWLi2A>
- ▶ (VIDEO) Even more tips and advice
  - ▶ <https://www.youtube.com/watch?v=UAhRf3U50IM>

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# NEED HELP... WITH IMPROVING STUDY HABITS?

- ▶ (ARTICLE) 10 Highly Effective Study Habits
  - ▶ <https://psychcentral.com/lib/top-10-most-effective-study-habits/>
- ▶ (ARTICLE) 11 Good Study Habits for Students (How to Build a Daily Routine)
  - ▶ <https://www.developgoodhabits.com/good-study-routine/>
- ▶ (VIDEO) HOW TO BUILD GOOD STUDY HABITS | Freedom In Thought
  - ▶ <https://www.youtube.com/watch?v=BY4vI0UVkT0>
- ▶ (VIDEO) How to Study Effectively for School or College - Top 6 Science-Based Study Skills
  - ▶ <https://www.youtube.com/watch?v=CPxSzxyIRCI>

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# NEED HELP... WITH MATH?

- ▶ (WEBSITE/DATABASE) Khan Academy – Videos on all Levels on Math (and many other subjects as well)
  - ▶ <https://www.khanacademy.org/>
- ▶ (WEBSITE/DATABASE) Math.com – Extensive Practice on all levels of math, through calculus
  - ▶ <https://www.math.com/>
- ▶ (WEBSITE/DATABASE) PurpleMath.com – Help with Algebra
  - ▶ <https://www.purplemath.com/>

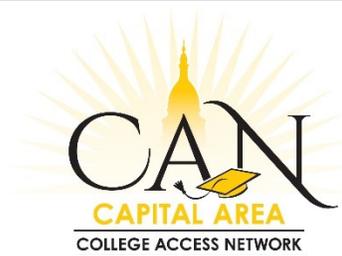
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# NEED HELP... WITH MATH (Part 2)?

- ▶ (WEBSITE/DATABASE) Dave's Math Tables – a wealth of math tables at your disposal for many different math areas
  - ▶ <https://math2.org/>
- ▶ (WEBSITE/DATABASE) Ask Dr. Math – ask questions or view answers from FAQ's
  - ▶ <https://mathforum.org/dr.math/>
- ▶ (WEBSITE/DATABASE) S.O.S. Mathematics – extensive compilation of Math Links including the ones on these lists
  - ▶ [www.sosmath.com/wwwsites.html](http://www.sosmath.com/wwwsites.html)

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# NEED HELP... WITH TESTING, PREPING FOR PLACEMENT TESTS

- ▶ (Website) Khan Academy - Practice for The SAT
  - ▶ Visit: [www.khanacademy.org](http://www.khanacademy.org)
- ▶ (App) Official Accuplacer Study App (FREE iOS, Android, & web-based)
  - ▶ Includes practice tests for:
    - ▶ Arithmetic
    - ▶ Elementary Algebra
    - ▶ College-Level Math
    - ▶ Reading Comprehension
    - ▶ English as a second language (ESL) Reading skills, Language usage and Listening.

Visit: <https://accuplacer.collegeboard.org/student>

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# NEED HELP... WITH FINDING A COLLEGE?

- ▶ (Website) College Board – Connect to thousands of post-secondary schools.
  - ▶ <https://www.collegeboard.org/>

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# NEED HELP... HAVING A PROFESSIONAL CONVERSATION

- ▶ (ARTICLE) How to Have a Professional Conversation
  - ▶ <https://deardesignstudent.com/how-to-have-a-professional-conversation-b7ab3e1e0416>
- ▶ (ARTICLE) 8 Tips for Keeping Workplace Conversation Professional
  - ▶ [https://www.al.com/business/index.ssf/2016/05/lessons\\_in\\_conversation\\_skills.html](https://www.al.com/business/index.ssf/2016/05/lessons_in_conversation_skills.html)
- ▶ (VIDEO) 10 Ways to Have a Better Conversation | Celeste Headlee
  - ▶ <https://www.youtube.com/watch?v=R1vskiVDwl4>

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# NEED HELP... WITH DRESSING PROFESSIONALLY?

- ▶ (ARTICLE) Tips on Dressing for an Interview
  - ▶ <http://careernetwork.msu.edu/jobs-internships/appearance-and-attire/dressing-for-interviews.html>
- ▶ (ARTICLE) Suggestions on Where to Find Quality Clothes Without Over Spending
  - ▶ <https://www.uloop.com/news/view.php/104871/How-to-Dress-for-a-Job-Interview-When-Youre-Broke>
- ▶ (ARTICLE) For a Great First Impression, Avoid These Types of Clothing for Interviews
  - ▶ <https://www.thebalancecareers.com/what-not-to-wear-on-an-interview-2061164>

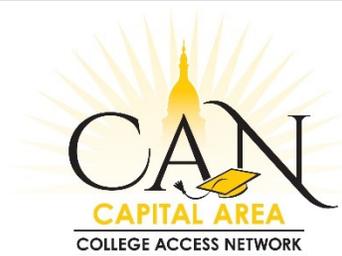
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# NEED HELP... WORKING ACROSS GENERATIONS?

- ▶ (ARTICLE) 10 Principles for Working Across Generations
  - ▶ <https://www.ccl.org/multimedia/podcast/10-principles-for-working-across-generations/>
- ▶ (VIDEO) Working Across Generations
  - ▶ <https://www.youtube.com/watch?v=H5X4Cj5Hb5U>
- ▶ (ARTICLE) Explaining the Four Generations in the Work Force, and Understanding How They Work with One Another, from the Viewpoint of a Manager
  - ▶ <https://www.amanet.org/training/articles/leading-the-four-generations-at-work.aspx>

## Pathway to Potential



# NEED HELP... WITH WORKPLACE/PROFESSIONAL ETIQUETTE?

- ▶ (ARTICLE) PDF with great tips on how to maintain a professional appearance
  - ▶ <https://careercenter.indianatech.edu/wp-content/uploads/sites/15/2014/04/How-To-Practice-Proper-Workplace-And-Office-Etiquette.pdf>
- ▶ (ARTICLE) 5 Workplace Etiquette Tips Every Professional Should Know
  - ▶ <https://www.careereducation.columbia.edu/resources/5-workplace-etiquette-tips-every-professional-should-know>
- ▶ (VIDEO) Skill Up - Workplace Etiquette
  - ▶ <https://www.youtube.com/watch?v=Kx9apw0J62k>

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# NEED HELP... WITH WRITING A PROFESSIONAL EMAIL?

- ▶ (ARTICLE) How to Write and Send Professional Email Messages
  - ▶ <https://www.thebalancecareers.com/how-to-write-and-send-professional-email-messages-2061892>
- ▶ (ARTICLE) 10 Rules for Writing Professional Emails
  - ▶ [https://www.city.ac.uk/\\_data/assets/pdf\\_file/0003/234354/Writing-Professional-Emails.pdf](https://www.city.ac.uk/_data/assets/pdf_file/0003/234354/Writing-Professional-Emails.pdf)
- ▶ (VIDEO) 8 Things You Should Never Say in a Professional Email
  - ▶ <https://www.youtube.com/watch?v=20CCx1bt5iE>
- ▶ (ARTICLE) 7 Useful Tips on How to Write a Perfect Professional Email in English (for ESL)
  - ▶ <https://www.grammarly.com/blog/professional-email-in-english/>

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# NEED HELP... WITH YOUR RESUME?

- ▶ (ARTICLE) How To Build The Ultimate Professional Resume: Video Tutorial and Template
  - ▶ [https://www.youtube.com/watch?v=RKM\\_LZ0ujX8](https://www.youtube.com/watch?v=RKM_LZ0ujX8)
- ▶ (ARTICLE) Creating Your Resume
  - ▶ <https://www.myfuture.com/career/applying/creating-your-resume>
- ▶ (ARTICLE) Create an Attractive Resume Employers Will Notice
  - ▶ <https://www.pongoresume.com/blogPosts/303/create-an-attractive-resume-employers-will-notice.cfm>

# Pathway to Potential



# NEED HELP... WITH YOUR COVER LETTER?

- ▶ (ARTICLE) 7 Expert Tips for Writing an A+ Cover Letter
  - ▶ <https://www.glassdoor.com/blog/expert-cover-letter-tips/>
- ▶ (ARTICLE) Smart Tips to Help You Format and Write a Cover Letter
  - ▶ <https://www.monster.com/career-advice/article/sample-cover-letter>
- ▶ (VIDEO) How To Write A Cover Letter | Forbes
  - ▶ <https://www.youtube.com/watch?v=wR4X-sAAFYI>
- ▶ (VIDEO) How To Write A Cover Letter That Recruiters Will Love
  - ▶ <https://www.youtube.com/watch?v=kdUafTx82OM>

# Pathway to Potential



# NEED HELP... WITH FINDING A JOB?

- ▶ (Website) Pure Michigan Talent Connect – Michigan-Based Job Search Engine
  - ▶ <https://www.mitalent.org/>
- ▶ (Website) Indeed – Job Search Engine
  - ▶ <https://www.indeed.com/>

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# NEED HELP... PRACTICING FOR JOB INTERVIEWS?

- ▶ (Website) Davenport University Interview Stream Online Application
  - ▶ <https://www.davenport.edu/career-services/alumni/interview-skills>
- ▶ Davenport University offers InterviewStream as a tool to help you with your interview skills. Use InterviewStream to select and record mock interview questions and your answers. Then, you can review it or send it to our Career Services office for tips and suggestions. All you need is a webcam and microphone on your laptop or PC and your Davenport login credentials to create your profile.

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# NEED HELP... USING INTERVIEWSTREAM?

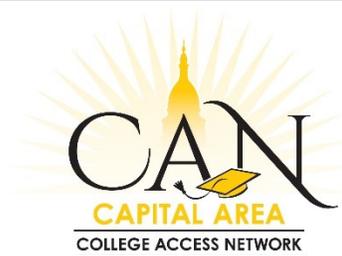
## ▶ (Website) Davenport University Interview Stream Online Application

▶ <https://www.davenport.edu/career-services/alumni/interview-skillsInstructions>:

### ▶ INSTRUCTIONS

1. Click the InterviewStream link
2. Set up your account
3. Select the "Conduct Interview" option
4. Select from a previously created interview or create your own
5. Complete your interview
6. Review it or send an e-mail link to your Career Services Coordinator and let them help you NAIL IT!

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# NEED HELP...

## DESTRESSING AND/OR COPING WITH LIFE

- ▶ (ARTICLE) The Value of a Consistent and Quality Sleep Schedule
  - ▶ [https://www.ted.com/talks/arianna\\_huffington\\_how\\_to\\_succeed\\_get\\_more\\_sleep](https://www.ted.com/talks/arianna_huffington_how_to_succeed_get_more_sleep)
- ▶ (VIDEO) Stress: Types of Coping Strategies
  - ▶ [https://www.youtube.com/watch?v=zPZPQA\\_WlM\](https://www.youtube.com/watch?v=zPZPQA_WlM\)
- ▶ (VIDEO) Stress Management Strategies - Coping Skills and Techniques
  - ▶ <https://www.youtube.com/watch?v=9dD3WFiURuA>

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# NEED HELP... WITH THINKING FOR SELF?

- ▶ (ARTICLE) How to Think for Yourself
  - ▶ <https://www.essentiallifekills.net/think-for-yourself.html>
- ▶ (ARTICLE) A Simple Guide to Thinking for Yourself
  - ▶ <https://www.meaningfullife.com/a-simple-guide-to-thinking-for-yourself/>
- ▶ (ARTICLE) How To Make Better Decisions In Your Life With 6 Helpful Tips
  - ▶ <https://www.bustle.com/articles/132419-how-to-make-better-decisions-in-your-life-with-6-helpful-tips>

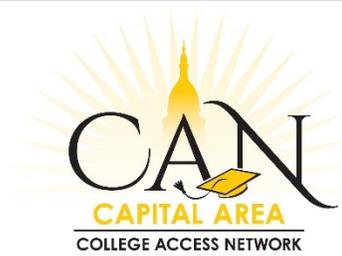
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# NEED HELP... WITH PROBLEM SOLVING?

- ▶ (ARTICLE) Seven Ways to Problem Solve
  - ▶ <https://www.24alife.com/advice/stress/7-steps-in-resolving-problems>
- ▶ (ARTICLE) Seven Steps for Effective Problem Solving in the Workplace
  - ▶ <https://www.mediate.com/articles/thicks.cfm>
- ▶ (VIDEO) How to Solve a Problem in Four Steps
  - ▶ <https://www.youtube.com/watch?v=QOjTJAFyNrU>

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# NEED HELP... WITH SAVING MONEY?

- ▶ (ARTICLE) 5 Money Saving Tips for Young Adults
  - ▶ <https://localfirstbank.com/content/saving-tips-for-young-adults/>
- ▶ (ARTICLE) 8 Financial Tips For Young Adults
  - ▶ <https://www.investopedia.com/articles/younginvestors/08/eight-tips.asp>
- ▶ (VIDEO) How To Budget And Save Money | Money Management Tips
  - ▶ <https://www.youtube.com/watch?v=5DXKOl7SeI>

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# NEED HELP... WITH FINDING INSPIRATION & MOTIVATION?

- ▶ (VIDEO) The Most Inspiring Speech: The Wisdom of a Third Grade Dropout Will Change Your Life | Rick Rigsby
  - ▶ [https://www.youtube.com/watch?v=Bg\\_Q7KYWG1g](https://www.youtube.com/watch?v=Bg_Q7KYWG1g)
- ▶ (VIDEO) The skill of self-confidence | Dr. Ivan Joseph | TEDxRyersonU
  - ▶ <https://www.youtube.com/watch?v=w-HYZv6HzAs>
- ▶ (VIDEO) Three Steps to Transform Your Life | Lena Kay | TEDxNishtiman
  - ▶ <https://www.youtube.com/watch?v=L51h8BBu7b8>
- ▶ (VIDEO) Educator Training Reimagined Through Real Talk | Paul Hernandez | TEDxTraverseCity
  - ▶ <https://www.youtube.com/watch?v=IH9AruhN4X4>

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# Follow CapCAN on Social Media!



▶ Instagram: [@capcan](https://www.instagram.com/capcan)



▶ FaceBook: [Capital Area College Access Network](https://www.facebook.com/CapitalAreaCollegeAccessNetwork)



▶ Twitter: [@CapitalAreaCAN](https://twitter.com/CapitalAreaCAN)

