

WORKPRO READY CHECKLIST 2025



**The smart readiness
tech for jobseekers**

Helping you build confidence
for your next opportunity

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Looking for work is easier when you know what you already bring to the table. The strengths you've gained from study, volunteering, or past jobs can help you stand out and get hired faster.

This checklist guides you through identifying your skills, showing them in applications, and using WorkPro Ready to turn experience into real opportunities.

1. Identify Your Transferable Skills

Reflect on what you already know and where you have applied it. These skills demonstrate that you can adapt and succeed in different roles.

☐ Communication Skills:

Think of times you shared ideas clearly, listened carefully, or resolved misunderstandings.

☐ Teamwork:

Recall situations where you worked with others to achieve a shared goal or supported a colleague.

☐ Problem-Solving:

List examples where you found solutions or improved how something was done.

☐ Time Management:

Note how you prioritised tasks or met deadlines under pressure.

☐ Customer Service:

Highlight experiences where you helped others, resolved issues, or delivered great results.

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2. Showcase Your Strengths in Your Application

Your goal is to help employers see how your past experience connects to the role you want.

☐ **Update Your Résumé:**

Create a short “Skills Summary” that lists your top transferable skills and aligns with the job description.

☐ **Use Real Examples:**

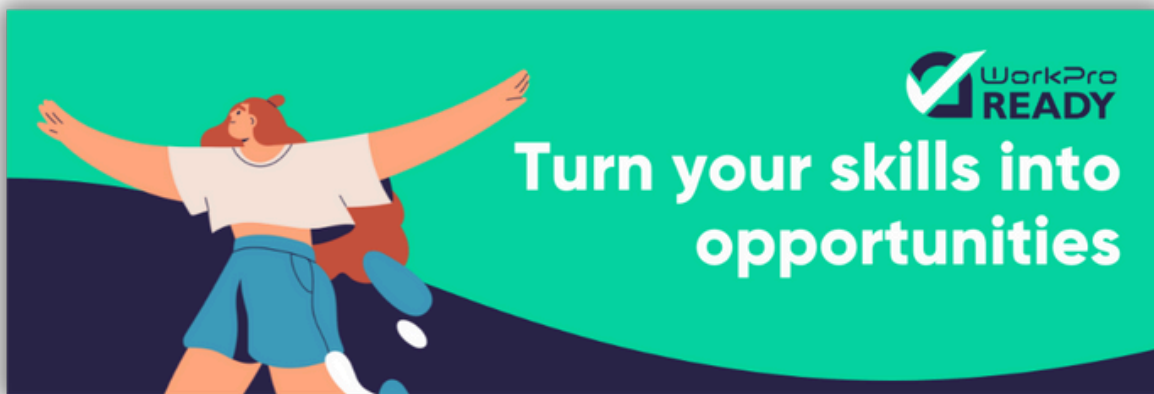
Describe how you used each skill to achieve an outcome. Replace vague words like “team player” with specific actions and results.

☐ **Personalise Your Cover Letter:**

Explain how your skills will help you succeed in the role and contribute to the team.

☐ **Keep It Relevant:**

Only include skills that match what the job requires and demonstrate your readiness to learn.



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3. Build and Strengthen Your Skills

Learning new things shows initiative and keeps your skills current. Take small steps to grow your confidence and employability.

☐ **Complete Short Courses or Online Training:**

Add new certifications or refresh old skills.

☐ **Join Volunteer or Community Projects:**

Gain experience while building teamwork and communication skills.

☐ **Seek Feedback:**

Ask mentors or colleagues about your strengths and areas to improve.

☐ **Track Your Achievements:**

Record completed training, certificates, and experience in one place for easy reference.

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4. Use WorkPro Ready to Stand Out

WorkPro Ready helps you create a profile that presents your abilities, training, and job readiness to employers.

- ☐ **Build a Professional Profile:**

Showcase your skills, experience, and credentials all in one place.

- ☐ **Upload Your Documentation:**

Store your work rights, certificates, and training records securely.

- ☐ **Complete Learning Modules:**

Access short, job-ready learning courses that strengthen your employability.

- ☐ **Share Your Profile with Employers:**

Send a single link to showcase everything employers need to see.

Get Ready to Take the Next Step

You already have the skills that employers value, now it's time to show them.

Get WorkPro Ready to build your profile, explore more resources, and start your next opportunity with confidence.

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