

Bryan University Career Services

Skilled Trades Career Readiness Handbook



Introduction

Welcome to the Bryan University Skilled Trades Career Readiness Handbook! BU Career Services is here to support your journey from education to employment. This handbook offers essential guidance, resources, and strategies for success in the skilled trades industry.

From resume writing to job search strategies, we provide the tools to help you navigate the job market with confidence. Reach out anytime—your success is our priority!

Career Preparedness Videos

Career Services provides access to several YouTube videos to help you learn more about topics crucial to your career readiness. Please click the links below to view the videos.

[Career Services Webinar Library](#)

[Career Services Resources](#)

[Career Services in 60 Seconds](#) - 1 minute videos on select topics.

[Skill Building](#)

[Interviewing](#)

[Entrepreneurship](#)

[Professional Readiness Program](#)

[Critical Skills](#)

[Career Services Department Overview](#)

Helpful Resources

Resumes, cover letters, and thank-you notes are key to the hiring process. A strong resume showcases skills, a cover letter highlights enthusiasm, and a thank-you note reinforces professionalism—helping you stand out to employers.

Resumes

A resume is essential because it summarizes your skills, experience, and qualifications for a specific job.

1. View [Nursing Assistant](#) and [Phlebotomy](#) Resume Samples
2. View [Nursing Assistant](#) and [Phlebotomy](#) Resume Templates

Cover Letters

A cover letter is essential because it introduces you to the employer, explains why you're interested in the position, and showcases how your skills align with the job requirements.

1. View [Nursing Assistant](#) and [Phlebotomy](#) Cover Letter Samples
2. [View Cover Letter Template](#)

Thank You Notes

Sending a thank-you note after an interview is very important because it shows appreciation for the opportunity, reinforces your interest in the position, and gives you a chance to reiterate your qualifications.

1. [View Sample](#)
2. [View Template](#)

Note: Each template provides a view only Google Doc. Please follow these steps to download a copy that you can edit in Microsoft Word. [Click Here](#).

Value Propositions

Value propositions are included in this Career Readiness Handbook to help you succinctly & confidently communicate their unique skills and strengths during interviews and conversations. A strong value proposition showcases your qualifications, enthusiasm, and potential impact, helping you stand out to employers.

Memorizing your value propositions and making them your own, will enhance your job search by allowing you to clearly and confidently articulate what sets you apart. Whether in interviews, networking, informal conversations, or on job applications, having a well-prepared value proposition ensures you make a lasting impression.

1. **Nursing Assistant Certificate** - As a graduate of Bryan University's Nursing Assistant Certificate program, I am equipped with comprehensive skills in resident care, infection control, medical terminology, and safety, all aligned with Arizona Board of Nursing standards. The program provided hands-on training and real-world simulations, which enhanced my ability to deliver compassionate care while upholding ethical and safety standards. With this preparation, I am ready to excel in a variety of healthcare settings.
2. **Phlebotomy Technician Certificate** - As a graduate of Bryan University's Phlebotomy Technician Certificate program, I am equipped with the essential skills to excel in the field, including venipuncture, skin puncture, and non-blood specimen collection. Through 50 hours of hands-on training and 50 hours of tech-enabled learning, I gained expertise in medical terminology, infectious disease control, chain of custody procedures, and safety standards, ensuring I am fully prepared for patient care.


Practicing your value propositions by either saying them aloud or during a mock interview, helps build confidence, refine your messaging, and improve your delivery. It allows you to receive feedback, adjust your approach, and ensure you can clearly communicate your strengths to employers. By simulating a real interview setting, you become more comfortable responding to questions, making you better prepared to make a strong impression during actual job interviews.

[Schedule Appointments with Your Assigned Career Services Advisor](#)

Thank you for reviewing the Career Readiness Handbook. The Career Services department is committed to supporting your professional development and is a resource as you move forward in your career journey. Please don't hesitate to reach out if you need guidance or assistance. We look forward to supporting you in achieving your goals!



Contact Information

 (888)889-2830

 careerservices@bryanuniversity.edu

 <https://src.bryanuniversity.edu/career-services/>