



# Adult Outreach career action plan

## Visit [www.vvac.org/adultlearners](http://www.vvac.org/adultlearners).

- Use the phone numbers below to make a free appointment with a counselor to **learn** about **college and training** access, and to get help with **career exploration, education**, and assistance with **financial aid applications**.

In the **Burlington** area: **654-3793**

In the **Rutland** or **Bennington** areas: **786-8840**

In all **other areas**: toll-free **877-961-4369**

## Use a Career Resource Center at a local Vermont Department of Labor office.

- Find all the centers in Vermont at <https://labor.vermont.gov/workforce-development/find-your-local-career-resource-center>.
- Find labor market information at [www.vtlmi.info](http://www.vtlmi.info).

## Find out what your interests are and how they relate to the world of work.

- Take the O\*Net Interest Profiler at [www.mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip).
- List a couple of careers that interest you.

## Visit the Bureau of Labor Statistics' Occupational Outlook Handbook.

- Go to [www.bls.gov](http://www.bls.gov) for information about hundreds of occupations, data on the **fastest-growing occupations**, and career outlook resources, including an occupation finder.
- List careers of interest to you.

## Interview people working in career areas of interest to you.

- To set up an informational interview and learn what questions to ask [www.careeronestop.org/JobSearch/Network/informational-interviews.aspx](http://www.careeronestop.org/JobSearch/Network/informational-interviews.aspx).
- Make a list of people in different careers to interview.

## Search for colleges on the Internet.

- Visit [www.vvac.org/plan/searching-for-a-college](http://www.vvac.org/plan/searching-for-a-college) to search Vermont schools or to learn how to compare colleges and training programs. Make a list of colleges where you could find training or education in the careers that interest you.
- Use the **College Navigator** at <https://nces.ed.gov/collegenavigator> to do a college search of schools nationwide.

## "Shadow" (spend the day with) someone working in the career field you want to learn more about.

- Learn about job shadowing on page 6 of VSAC's **Adult Student Handbook**. Use the link here or find the publication at [www.vvac.org/adultlearners](http://www.vvac.org/adultlearners).
- List names of people to shadow.

**Contact professional associations.**

- Use the Internet to look for websites, phone numbers, and e-mail addresses. What information do you need from these organizations?
- List a few professional organizations.

**Research and commit to doing some volunteer work in your area of interest.**

**Get a part-time job in your area of interest.**

**List other things you can do to achieve your goals:**

- Check out certificate, credential, or degree programs.
- Apply for financial aid.
- Research scholarships.

TOLL FREE  
**800-642-3177**

BURLINGTON AREA  
**655-9602**

ONLINE  
**[vsac.org](http://vsac.org)**

EMAIL  
**[info@vsac.org](mailto:info@vsac.org)**

