



**JOB READINESS ACTIVITY VERIFICATION
 MODULE 3 – GETTING READY FOR A JOB**

Participant Name: _____ RID #: _____

Participation Hours: 30 hours 20 hours Other: _____

When you are getting **TANF** cash assistance, you must participate in approved work activities. One of the work activities is **Job Readiness**. You were provided the **NHEP Job Readiness Module Series/Module 3 – Getting Ready for a Job**. You must complete the sections in this **Module** to get credit for this **Work Activity**. Enter the time that you spent working in the **Module** sections on this form. Bring the completed **Module**, the documents that you created as a result of your work in this **Module**, and this form to your next **NHEP** appointment with you **Employment Counselor Specialist (ECS)**. This form is proof of time spent in this **Work Activity**.

If you have any questions, contact your **NHEP Employment Counselor Specialist (ECS)**.

ASSIGNMENT	DATE	TIME SPENT	DATE	TIME SPENT	DATE	TIME SPENT	TOTAL
SECTION 1 – Creating a Professional Email Address							
SECTION 2 – Preparation for Developing Your Resume							
SECTION 3 – Develop Your Resume							
SECTION 4 – Develop Your Reference List							
SECTION 5 – Develop Your Cover Letter							
SECTION 6 – Create All Your Documents							
Other							
Other							
Other							
Total Time Spent:							

By signing below, I state that the above information is true and accurate.

 Client Signature Date

NH Employment Security and NH Department of Health & Human Services are Equal
 Opportunity Employers and comply with the American Disabilities Act
 TDD Access: Relay NH 1-800-735-2964 or 711