

Advance in Your Career

Now let's work on your career and make sure that your 9-5 operations are running as smoothly as possible.

Dealing With a Toxic Work Environment

You may or may not be working in a toxic work environment. If you think you are, refer back to chapter 6 and learn about what makes your workplace toxic. Then, answer these questions:

- Was your job interview “odd”?
- Does your job play with your free time?
- Does it play with your pay?
- Does it play with your mind?
- Is your manager/boss a nightmare?

If yes, GTFO!

How to Answer Discriminatory Questions at an Interview

Let's pretend you're applying for, or switching jobs. Refer back to the book and learn how to answer questions regarding your:

- Age
- Ancestry
- Financial status or credit
- Disability
- Height or weight
- Family status
- Religion
- Military discharge
- Criminal record

Once you read and understand how to answer those questions and what your interviewer is not allowed to ask you, sign here: X_____

Getting The Job You Want

Let's begin your job search according to what you want and deserve.

- Do you think the company you are trying to apply for is toxic?
- Describe your ideal company. What does it have?
- Does the company support your values?
- Does it provide what you and your family need?
- What amenities are you looking for?
- What is your ideal salary?

Make Your Resume & Cover Letter Irresistible

Company's required skills	Company's liked skills (crucial)

- Did you include a smiling picture of yourself?

- Did you use numbers instead of words?

Skills

- What skills can you learn for this position?
- How do you plan on getting those skills?
- Can you get certified?

What To Do If Your Boss Doesn't Want to Give You a Raise

- Glassdoor's Salary Estimate:
- Your contribution to the company:
- All of your accomplishments:
- Your plan to ask for a raise:

Adding To Your Resume

Certifications you can add *or* plan on getting:

Freelancing experience with skills learned:

Numerical facts:

Handle Sexism at Work

I really hope that you don't get to experience sexism in the workplace. But if you do, you'll be prepared and will handle the situation the way it must be handled.

- Keep a strong and firm tone
- Treat sexists like children, which they are
- Don't you dare say "sorry"
- Join other women
- Report it to HR, your manager, and AllVoices.co

Got it? Sign here: X_____