Career Launch Toolkit

Vernon J. DeFlanders Sr. · NextGen Adults · September 27, 2026

Choose a target role and read a real posting. Build truthful resume evidence, prepare one interview example, practice your questions and track applications. After accepting a role, use the first-job guide and record outcomes for a later performance review.

Contents and working order

1. Professional Resume Checklist
2. Job Interview Preparation Guide
3. Networking & Professional Communication Guide
4. Salary Negotiation Script & Worksheet
5. First Job Survival Guide
6. Annual Performance Self-Evaluation Template

Make it a weekly process

Decision or task	Next action	Due date	Evidence or result
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Review and reset

What did you complete? What remains unclear? What source or person can resolve it? Record one realistic next step and a date. Save sensitive personal records privately; the blank worksheets do not need to be shared with NGA.