

Update Skills

The US Labor Department recognizes three categories of transferable skills. Each category is rated by the time it takes to be productive:

Unskilled - 30 days or less,
Semi-Skilled - 30 days to 6 months,
Skilled - From 6 months to 4 years.

Generally skills not utilized for more than five years are considered dated.

Always get current computer skills (80 percent of jobs utilize computers). Libraries provide free training. You can also check with state employment services and community colleges. Some institutions provide grants.