



User Guide

Free tools and resources for the skilled trades · www.adultskilledtrades.com

Getting started in three steps

- 1. Sign up free.** Click Sign Up Free in the top right of any page. Name, email, password. Done.
- 2. Confirm your email.** Click the button in the message we send and you land back on the site ready to log in.
- 3. Complete your profile.** Your trade, location, and goals. This one step powers every match the site shows you.

You can browse everything without an account. The account adds the part that matters: your work is saved and follows you on any device.

Your account and dashboard

Log in and open your dashboard. Everything you do on the site saves here:

My Matches: Training programs matched to your trade, location, and assessment results. Your home base.

Matched Jobs: Open roles from our job board plus live listings, matched to your trade, with Apply Now on each one.

Saved: Every job and program you bookmarked, in one place, synced across your phone, tablet, and computer.

My Profile: Your trade, location, and goals. Keep it current; it powers every match you see.

Career Prep: The AI tools, plus My Documents, where every resume, cover letter, and interview session you save is stored, ready to download and send to any employer.

Apprenticeship Prep: Your Readiness Checklist progress and the Zero to Apprentice roadmap.

Job Alerts: Set your preferences once and get notified when matching jobs appear.

Where your documents live: every resume, cover letter, and interview session you save is stored under Career Prep, My Documents. Build once, download as a Word file any time, and send it to any employer. Assessment results and checklist progress save automatically too.

How to use each tool

Resume Builder

1. Open the Resume Builder and fill in your contact details at the top.

2. Work down the form: work history, certifications, licenses, and the equipment you can operate. Nothing is too small; an OSHA 10 card or a forklift certification belongs on there.
3. Click the polish button. AI rewrites your wording so it reads professionally without changing your facts.
4. Download as a Word file. Logged in, it also saves automatically to Career Prep, My Documents in your dashboard.

Best results: List everything and let the tool trim. Include real numbers: years on the tools, crew sizes, project values. Applying abroad? Open the tool from that country's page and it follows local resume conventions automatically.

Cover Letter Builder

1. Paste in the exact job title and company name from the listing.
2. Add two or three honest sentences about why this job fits you.
3. Generate, read it once out loud, and edit anything that does not sound like you.
4. Download as Word, or find it later in My Documents.

Best results: Mention one specific thing about the company or listing. One specific detail beats five generic sentences every time.

AI Mock Interview

1. Pick your trade from the list.
2. The tool asks real interview questions one at a time. Answer in your own words.
3. Read the instant feedback after each answer, then keep going.
4. Logged in, your completed sessions are saved so you can see your improvement.

Best results: Say your answer out loud before typing it. Do one full session before any real interview, then redo only the questions you stumbled on.

Ask a Pro

1. Type any career or trade question in plain language.
2. Read the answer, then ask a follow-up. It remembers the conversation.

Best results: Specific beats general. Instead of asking about electrician careers, ask what a second-year apprentice earns in your state, or whether a GED plus a forklift card is enough to start.

Find Your Trade quiz

1. Answer the short questions about what you enjoy and how you like to work. It takes about five minutes.
2. Get your matched trades, ranked.
3. Click any match to see its career ladder, pay, and how to start.

Best results: Answer with your gut, not what you think sounds good. Retake it any time; there are no wrong answers.

Career Assessment

1. Work through the full assessment. It is deeper than the quiz and takes a bit longer.
2. Logged in, your results save to your dashboard and power your Top Matches for programs and jobs.

Best results: Do this one logged in. It is the single biggest input to the matches your dashboard shows you.

Calculators

1. Salary Calculator: pick a trade and location to see real pay ranges.
2. College vs. Trades: compare the true cost of a four-year degree against trade training, including debt.
3. Salary vs. Cost of Living: see what a paycheck actually buys in different places.

Best results: Run College vs. Trades with a parent or partner if they are skeptical about the trades. The numbers usually end the argument.

Funding tools

1. Start with the Funding Eligibility Check, a two-minute screener for WIOA and Pell eligibility.
2. Use the Pell Grant Checker to see if a specific program qualifies.
3. Browse Scholarships and Grants & Incentives for money you can apply for directly.

Best results: Do the eligibility screener before choosing a program. Knowing what money is available changes every decision after it.

Zero to Apprentice + Readiness Checklist

1. Zero to Apprentice walks the whole path step by step, from no experience to your first apprenticeship.
2. The Readiness Checklist tracks the concrete items: documents, cards, basics.
3. Logged in, your checklist progress saves in Apprenticeship Prep in your dashboard.

Best results: Work the checklist top to bottom. Apprenticeship coordinators notice applicants who show up with everything ready.

Finding jobs and training

Job Board: search by trade first, then narrow by city. Save anything interesting, apply to your top three the same day, check back weekly

Find Programs: training programs near you

Apprenticeship Programs: earn-while-you-learn programs by trade and state, from official Department of Labor data

State Job Centers: free in-person help at your nearest American Job Center

Support Services: help with transportation, childcare, tools, and work clothes while you train

Using the site outside the US

Click your country flag in the top navigation: US, UK, DE, FR, CA, NL, AU, ES. Each country has its own live job board, funding page, and local resources, and the AI tools follow that country's resume and interview conventions. German and Spanish versions are also fully available in those languages.

Find a Pro

Homeowners: search the directory for local licensed tradespeople. Trade business owners: list your business free and get found by local customers.

For employers, schools, and organizations

Visit For Schools and Employer Resources in the menu, claim a free badge for your website, or explore Sponsorship to put your organization in front of our audience.

Need help?

We answer every message: info@adultskilledtrades.com or the contact form on www.adultskilledtrades.com. If a tool is not working, tell us the page and what happened.