

Advocate for Yourself

Getting Started: Job Preparation

There are many things you can do to help yourself prepare and find a job

Discovery: Understanding Yourself

When thinking about your job or career, ask yourself:

- What would I like to do?
- What interests do I have?
- What strengths do I have?

Self-Assessment Resources

You can take interest assessments here:

- [CareerOneStop: Interest Profile](#)

You can learn about your strengths here:

- [High5 Test](#)

Build and Learn Skills

A good way to prepare yourself for getting a job is to build new skills and have new experiences.

To **learn new skills** you could:

- Take community education classes
- Attend higher education
- Volunteer at libraries, hospitals, schools, animal rescues, food pantries
- Job shadow



Talk to a Career Counselor

It can be hard to choose from all the different self-assessment tools and know what to do with the results once you have them.

There are people available to help you:

- Choose the right self-assessment tests
- Understand what the results mean
- Get started with your career planning

Vocational Rehabilitation Specialists are available at a [Minnesota CareerForce](#) location near you.

Programs that Support Work

It is important to be aware of the various forms of assistance that are available to help you find:

- The training and education you need
- The job you want
- The resources you need to help you do your work

Employment Support Resources

- [Vocational Rehabilitation Agencies](#)
- [MN Employment and Economic Development \(DEED\)](#)
- [Ticket-to-Work Program](#)
- [Disability Hub](#)

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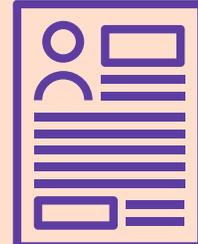
Applying for a Job

Create a Resume or Employee Profile

This is a way to introduce you and your skills to an employer. It is a written summary of your education, training, and work experience. It also has your contact information.

A resume or profile should have three basic parts:

1. Name, address, phone number, and email address
2. Education, training experiences, and skills
3. Work history and non-paid experiences



Job Applications

Employers use the application to learn about your qualifications and compare you to other applicants.

Applications may be on paper or on the computer.

Follow the application directions

- Read the entire application before you complete it
- Pay close attention to what questions are being asked
- Fill out applications neatly and completely

Give positive reasons for leaving past jobs

- If you were **fired** you can use “involuntary separation”
- If you **quit** you can use “resigned” or “voluntarily separated”



Who can help you apply?

A loved one, job coach, or someone you are working with can help you.

You can also ask the employer to help you with the application.