

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 at CareerOneStop: Interest Profile

You can learn about your strengths by take a High5 Test

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.

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.

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

Advocate for Yourself 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:

Name, address, phone number, and email address.

Education, training experiences, and skills.

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.”

Get Help with Applications

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.

This resource was made in partnership with the Metro Regional Quality Council.