



## How to Find a Job

Having a job is important but it can be hard to find the perfect job. There are steps that everyone has to take to find a job. Below are some main steps.

1. Think about what kind of job you would like
2. Find job openings
3. Research (look into) jobs that you see
4. Write a resume (See PEATC Fact sheet on [Resumes](#) hyperlink)
5. Write a cover letter
6. Apply for the job
7. Prepare for and go to an interview if you get one
8. Participate in the interview and write a thank you note
9. Accept the job if it is offered and it works for you



If you are working with the [Department for Aging and Rehabilitative Services \(DARS\)](#) or the [Department for the Blind and Visual Impaired \(DBVI\)](#), your counselor will help you find a job that meets your interests, abilities, and strengths.



## Things to keep in mind

- ✓ When you find a job opening, check out the job duties and think about if you can do them. Check out where the job is and see if you have transportation to the job.
- ✓ Write or change your resume so it relates to the job you are applying for as much as possible. Fill out an application if it is required. No typos!
- ✓ Your cover letter should be one page. Every cover letter should talk about the skills that make you right for the job you are applying for.
- ✓ Sometimes companies will have a lot of people who will apply for a job and you may not hear back from them. Don't feel bad. This happens to everyone.
- ✓ When you get called for an interview, be prepared. Be on time. Dress professionally (clean shirt, dress pants, dress) and smile. Know something about the company and ask questions about the job duties and workplace. Don't ask how much you will be paid. That is a conversation for later on.
- ✓ You can mention your disability if you like, but the interviewer can only ask you if you can do the job with or without accommodations (assistance/support). If you get the job, then the employer can ask you what types of accommodations you need.
- ✓ After the interview, send a short thank you note or email to let the interviewer know you are still interested in working for them and hope to hear from them.

**If you don't get a job, it's okay.**

**Know that it is not a failure, it is an experience you can learn from.**

**Try Try Again!**



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