

# Steps to Finding a Job

Service providers have employment professionals to help you:

1

## COMPLETE THE DISCOVERY PROCESS



This important first step will help you discover what your skills, abilities, and interests are so that an employment professional can help you find the right employment fit.

2

## GO ON A COMMUNITY CRUISE

You and the employment professional will go to a variety of businesses to learn about and see the tasks and duties involved in a job. This will help you decide what jobs you are interested in.



3

## DEVELOP A RESUME AND COVER LETTER



You will work with an employment professional to develop or update your current resume and cover letter.

4

## APPLY FOR JOBS

You and the employment professional will make a list of the jobs you want to apply for online or businesses that you want to take your resume to.



5

## PREPARE FOR AN INTERVIEW



Now that you've got your foot in the door, the employment professional will help you prepare for your interview.

6

## GET A JOB

Congratulations! You've taken the steps and put yourself out there to great success.



7

## KEEP THE JOB



Once you have the job, the employment professional will help you learn the job and provide ongoing support to help you succeed. They are always here when you need them.