

I'm Ready to Work

Time to your resume and cover letter ready. Get helpful tools, job application information, interview preparation guides and a checklist to prep for your interview.

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Work Together NC is a statewide initiative focused on the transition to adulthood for people with intellectual and developmental disabilities (IDD). Visit worktogethernc.com

Your one-stop resource hub for finding resources and services. Create action plans to achieve your goals in the areas of employment, postsecondary education, community living, and more.

Inclusion Works is a North Carolina Department of Health and Human Services (DHHS) initiative to increase Competitive Integrated Employment (CIE) opportunities for people with IDD. Work Together NC and WISE are collaborating with Inclusion Works to implement new processes across the State and expand Supported Employment services. The What's Next Employment Toolkit is being used in the employment assessment process to support individuals with developing their career development plans.



Resume and Cover Letter Tools

A **resume** is a summary of your strengths, skills, education, and work experience. Most employers will ask you to submit a resume with your job application.



NC Works

Link: [Online resume building tool](#)



Duke Career Hub

Link: [Creating a resume guide](#)



Indeed Career Guide

Link: [Resume action verbs](#)



Resume.io

Link: [Resume templates](#)



Transition Tennessee

Link: [Building a resume checklist](#)



Google Docs

Google Doc

Link: [How to build a resume in google docs](#)

A **cover letter** is a statement- no longer than 1 page in length- about why you're interested in the job you are applying for. It is also an opportunity to highlight anything from your resume that will make you stand out as a candidate for that job.



NC Careers.org

Link: [Do's and Don'ts when writing your first cover letter](#)



Google Docs

Google Doc

Link: [How use a Google doc cover letter template](#)



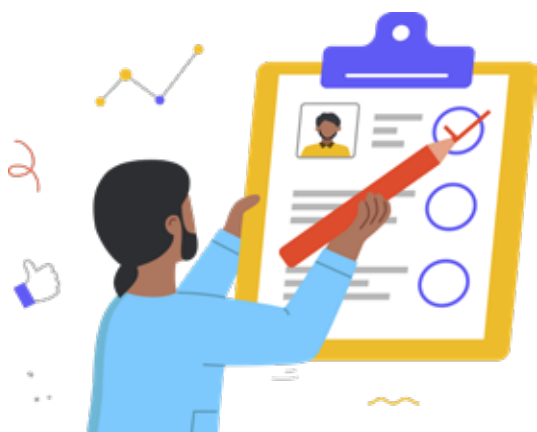
You can visit your local [NCWorks Career Center](#)

or [NCWorks NextGen program](#) for assistance with your job search, including resume/cover letter help!



Work Together NC





Job Application Information

A **job application** is an online form or paper you fill out when you want to get a job. It helps the person who is hiring learn more about you.

How do I get started?

Most job applications ask for similar information. So, if you are applying to more than one job, it can be helpful to add your information to a template so that it can be quickly copied & pasted to different application sites.



Transition Tennessee

Link: [Job Application Information](#)

Where do I find jobs to apply for?

Most job applications are online. Here are some of the most popular websites where job applications are posted.



NC Works

Link: [Job Seeker Services](#)



LinkedIn Jobs

Link: [Sign up or Login to LinkedIn](#)



Indeed

Link: [Indeed Job Search Login or Sign up](#)

There are also job application websites that are specifically for people with disabilities & inclusive employers, such as the ones listed here:



Ability Jobs

Link: [ABILITY Job Board](#)



Disability Solutions

Link: [Recruit, hire, and retain people with disabilities](#)



After applying, consider visiting job sites to introduce yourself in person or provide a hard copy of your resume. If you haven't heard from a job a few weeks after applying, you can call to check on the status of your application.

Interview Preparation Guide

A **job interview** is a meeting between someone who wants a job (**the job candidate**) and a person from the company looking to hire. During the interview, the company asks questions to learn about the candidate's skills, experience, and fit for the job. Use this guide to assist to **prepare your answers** for common interview questions. Then, practice your answers with a mentor or coach!

Interview Checklist

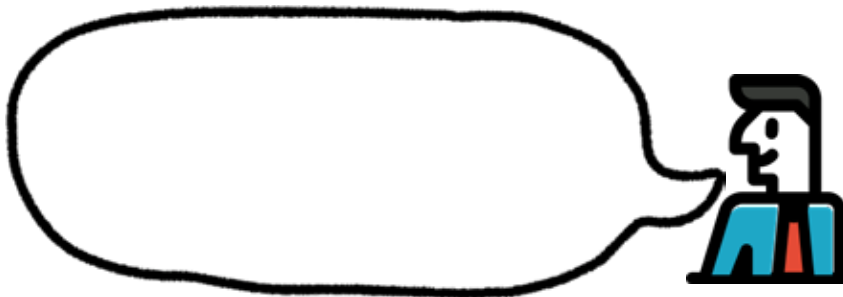
Decide if and when you want to share about (disclose) your disability.

Check one.

- Before the interview
- During the interview
- After the interview
- I do not want to share about my disability



"Tell me about yourself."

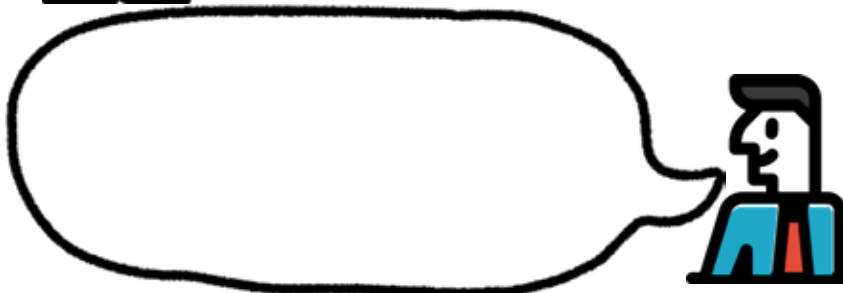


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Write down what you would say in the speech bubble. See Work Interests Inventory for ideas.



"What are your strengths?"



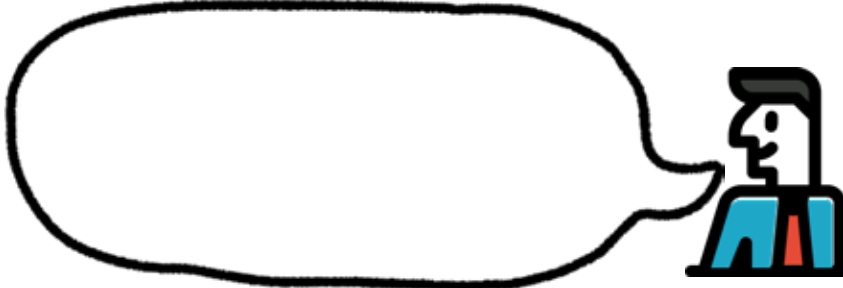
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Write down what you would say in the box above! See your Work Strengths and Skills Inventory for ideas.

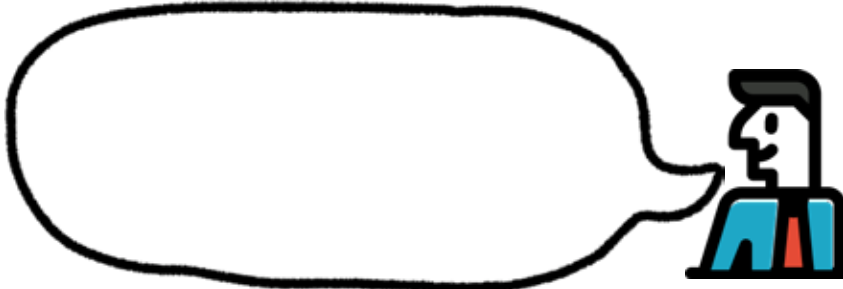
Interview Prep and Checklist



"What is challenging for you?"



"Why do you want to work here?"



Tip: Do some research about the company's mission and values. Share about how your interests and skills are a good match.



Tell me about a time you made a mistake. How did you handle it?



Tip: Try to think of a specific examples where you used problem solving skills, such as asking for help or brainstorming a solution.



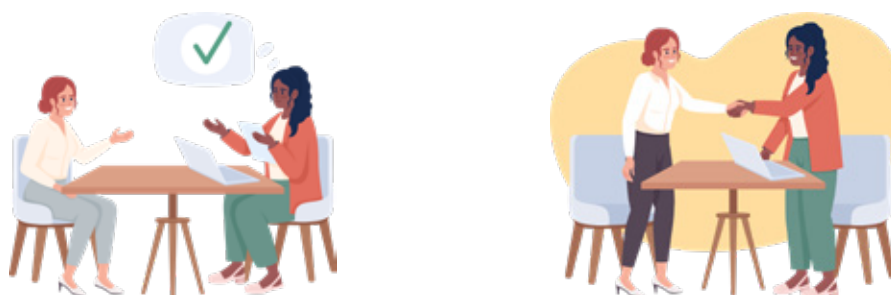
BENEFITS

Do you receive benefits such as Supplemental Security Income (SSI), Social Security Disability Insurance, Medicare, or Medicaid?

- Yes
- No
- Not Sure

Getting a paid job may affect your benefits (like health insurance coverage or monthly income you receive from the government). However, this does not mean people with disabilities can't work! **It's important to seek benefits counseling when making decisions related to employment- such as the number of hours/week you work.**

So, how can one access benefits counseling in North Carolina?



Check out these resources:



ServiceSource has several options for free benefits counseling services. Check out the website to see if you are eligible.

Link: [North Carolina Benefits Counseling Services](#)



NCDHHS

The Division of Employment and Independence for People with Disabilities (EIPD) also offers free benefits counseling services for eligible clients. Click here to learn more.

Link: [North Carolina Work Incentives and Benefits Counseling](#)

advocations

In partnership with the Social Security Administration, Advocations can help you earn more money and keep your medical benefits. Advocations' services are free to all SSI and SSDI beneficiaries

Link: [Learn about medical benefits.](#)

