

# Let's Work! Finding a Job Activity Guide



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Let's Work!  
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# Welcome to the Let's Work! CA Finding a Job Guide

While you may know that finding a job is important, it may be hard to know where to start. That is why a small group of us got together to create this guide and provide you with a “roadmap” to help you decide what job and career is right for you and to provide the steps to help you make it happen. If you want to improve your job-hunting skills, this guide has something to help you!

The roadmap in the guide has these **seven important areas with supporting activities**.

1. **Deciding to Work**
2. **Identifying Strengths and Skills**
3. **Choosing Work Goals**
4. **Accessing Education and Training**
5. **Creating a Resume**
6. **Finding Job Openings**
7. **Supporting Employment Success**

By doing the activities in each of these sections, the guide will help you get organized and also develop skills to find your desired positions and successes easier. If you give the guide a chance, you can achieve good results.

It is also important to know that this guide is designed to be accessible and an easy read. Readers have more graphics and space for responses, and can use devices to read the content out loud, too. We also suggest asking a teacher, family member, or friend to help in reading and understanding the ideas in the guide!

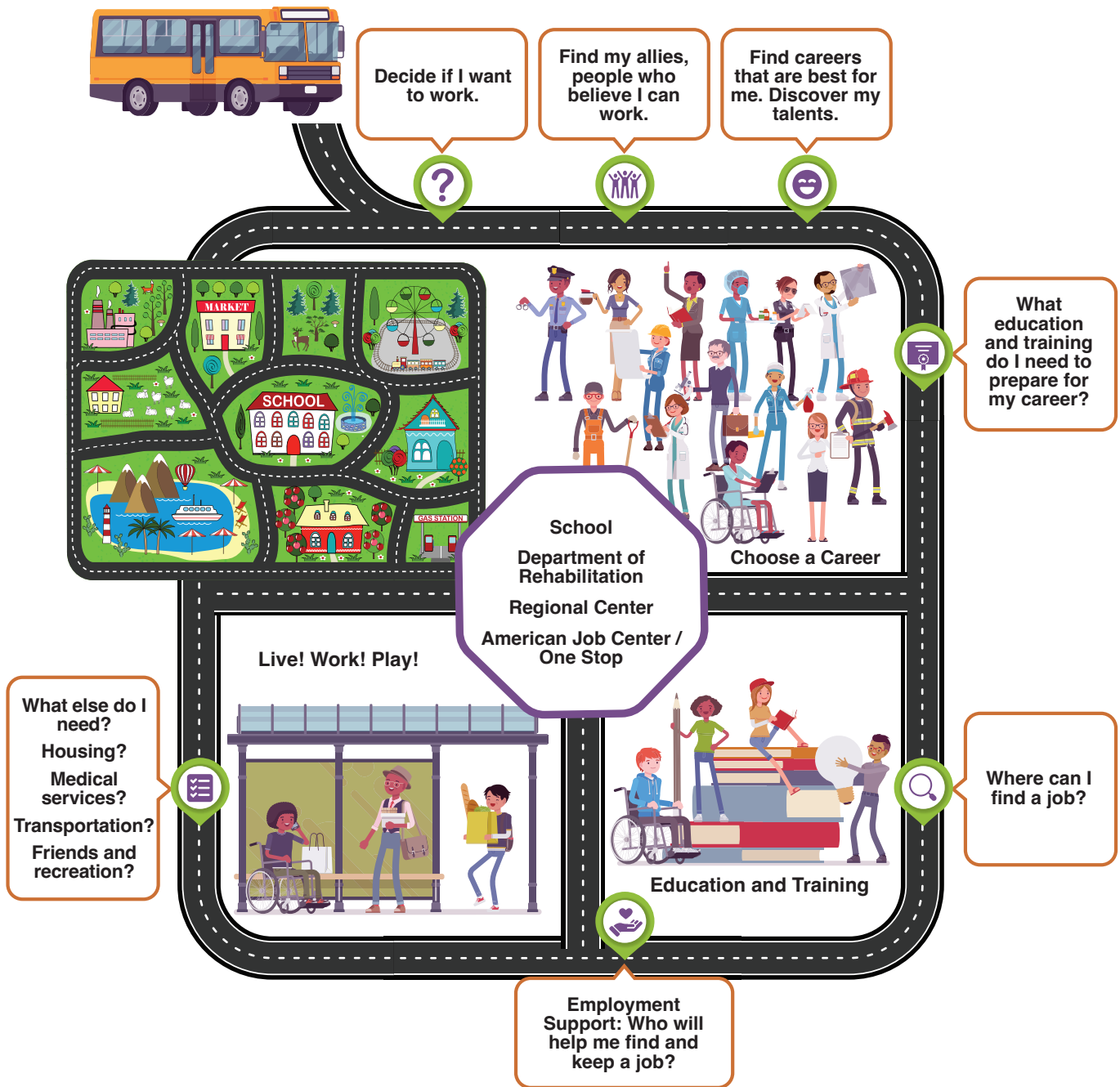
If you are thinking about work and finding a job but are a bit scared about how to make it happen, please know we have been there, too. We also know that finding work and working with other people can be fun. If you use this guide and start talking to your family and friends like we did, you will have the tools and confidence to find a job and have the career you want!

## Let's Work!

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# Creating Your Roadmap to Work



The image above is your roadmap from where you are now all the way to finding jobs to apply for! There are important steps along the way that will help you figure out what you want to do and accomplish, who can help you get there, and where to find these jobs. It is an exciting journey that everyone should take in life and *here is where yours begins!*

Let's explore what this roadmap and experience will be like in the below steps!

1. **Deciding to Work**

What do you enjoy doing?

Who will help you find work?

2. **Identifying Strengths and Skills**

Discover my talents.

3. **Choosing Work Goals**

Learn what jobs and careers are available.

Find careers that are best for me.

4. **Accessing Education and Training**

5. **Creating a Resume**

6. **Finding Job Openings**

7. **Supporting Employment Success**

What else do I need to make a job and career happen for me?

Housing

Medical services

Transportation

Friends and recreation

## 1

# Deciding to Work

The first step is the most important one for this journey, deciding to work. This step is one that everyone should take in their lives.

## You may ask, why do people work?

Working is important because it allows you to earn a living and support yourself and your family. When you work, you can earn money that you can use to become financially independent and pay for your needs, such as food, housing, and healthcare. Working can also give you a sense of purpose and fulfillment, as it allows you to contribute to society and make a difference in the world. Working allows you to meet new people, have new experiences, and even work on yourself as a person!

When deciding to work, there are many directions you can take. Figuring out the right direction for you can be both fun and hard. For example, you might want to work for someone in a business or a school. Or, you might want to work for yourself, either as an entrepreneur or in self-employment. You have many options. This guide will help you decide which work is right for you and to then plan the next steps, too.



## entrepreneur

/ en·tre·pre·neur /

An entrepreneur is a person who creates a business. Entrepreneurs see problems or opportunities and come up with ways to make it better. They start businesses to turn their idea into reality. Entrepreneurs are like inventors and leaders because they take a chance and work hard to make their ideas into something that people want or need.

*What are your life dreams and passions? Is there anything you would like to do through a job or career to help achieve those dreams? Do you want to help somebody or create something?*

**Anything is possible when beginning a job and career!** Deciding which work is right for you and what you want to get out of your career is the first step on this journey to finding a job.

*To help you get started on your Roadmap to Work, try the first activity that starts on the next page!*



## Recommended Activity: Deciding to Work

This Deciding to Work activity allows you to create a list of careers you may want to start and who can help you get there.

- What are you good at doing?
- What types of work do you enjoy?
- What dreams do you have for your work and career?
- Who will help me? Who are my allies?
  - Who do I know that can help me find a job?
  - Do I have family members or friends that can assist me?
  - Who do I know that is in a good position to help me?

*Complete each section by answering the questions. Then take all of the answers and put them together in the final section to create your Careers and Allies List! If a question is hard, use the examples to help you think about your answers.*

### Question 1: What types of work do you enjoy?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "I enjoy working with others." "I like creating things." "Helping students to learn new things."



**New to Work?** Think about activities and passions that you enjoy doing in your everyday life. These answers will help point you in a good direction for trying a new job.

**Question 2: What dreams do you have for your work, career, and life?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "I enjoy working with others, so working in a team might be right for me!" "Work in special education, teaching students with disabilities." "I want to help other people and live in my own house one day."



When you are older, what do you want to do for work? What have you always thought was a cool job that you would like to do?

**Question 3: Who will be on the team I will build? (We call these people your allies, they can be your peers and/or caring adults, such as parents, guardians, coaches, or university counselors.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "My mom can support me in finding a job!" "My friend who works at the store can introduce me to his supervisor."

**TIP**

If you need ideas for meeting new people that can help you in your job search, check out the [Let's Work! California Networking Activity Guide](#) to learn how!



## Careers and Allies List



Now, using the above answers, create a list below of the types of work you want to do, your dreams for your work and career, and your allies who can help you find the work and career you want!

### Types of Work that Interest Me

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### My Work Dreams

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### My Allies Who Will Support Me

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_




#### TIP


Use this list as you move forward to the next step on your *Roadmap to Work!*





## New to Work?


If you are still in school and just starting to think about work, don't worry! This guide is for you, too! If you want to learn how to gain skills for your future career and work goals, you should know that everyone starts out just where you are right now. Please use the below tips that can help you get started on developing new skills which will help in getting your first job(s)!


- 


**Step 1: Choose Something Fun!** First, think about something you really enjoy doing, like drawing, playing a game, or dancing. Pick one thing you want to get better at.
- 


**Step 2: Start Small.** Instead of trying to do everything at once, start with little steps. Imagine building a tower with blocks. You start with one block, then add more as you go.
- 


**Step 3: Practice, Practice, Practice!** Just like learning to ride a bike, getting better at something takes practice. Keep trying, even if it's a bit hard at first. The more you practice, the better you'll become.
- 


**Step 4: Ask for Help.** If you're not sure how to do something, it's okay to ask grown-ups, teachers, or friends for help. They can show you cool tricks and tips.
- 

**Step 5: Believe in Yourself!** Believe that you can do it! Even if it seems tricky, remember that you're learning and getting better every time you try.
- 

**Step 6: Learn from Mistakes.** When you make a mistake, it's like taking a wrong turn on a treasure hunt. But guess what? Mistakes help you learn! You'll figure out the right way by trying again.
- 

**Step 7: Cheer for Your Progress!** Every time you do a little bit better, celebrate! It's like scoring a goal in a game. Your progress is like a special badge that shows how awesome you're becoming.
- 

**Step 8: Keep Learning New Things.** Once you're really good at one thing, don't stop! Keep exploring and learning new stuff. It's like collecting different colors of crayons for your creative toolbox.
- 

**Step 9: Teach Your Friends.** When you're really good at something, you can teach your friends. It's like being the captain of a team. Sharing what you know makes you even more confident.
- 

**Step 10: Have Fun!** Remember, the most important thing is to have fun while you learn. Enjoy the journey and feel proud of how much you're growing!

So pick something you love, practice a little every day, ask for help when you need it, and don't forget to believe in yourself. You're like a superhero in training, and every skill you learn is a superpower you can use to make the world more amazing!



**TIP**

When using this guide, look for the **“New to Work”** tips included with the examples. These will help you get the most out of this guide.



## 2

## Identifying Strengths and Skills

This section is about figuring out what your own strengths and skills are. You will create a set of skills and abilities, which are things you know or can do that will help you at a job. **These are things you are good at!**

First, think about your own **strengths**.

Strengths are the things that you are good at, or the positive qualities that you possess. These can include skills, abilities, traits, or talents that help you succeed in different areas of your life. Knowing your strengths can help you make better choices, set goals that are more aligned with your abilities, and feel more confident and fulfilled.



Some examples of strengths are maybe being creative, respectful, and good at working in teams with your peers. Identifying these strengths will not only tell an employer what you are good at, but will help you realize where you succeed the most!

Next, think about your own **skills**.



Skills are things that you learn to do that can help you with different tasks or activities. Just like you learn how to read, write, or ride a bike, you can also learn skills like drawing, cooking, dancing, or playing a sport. Skills are like tools that you can use to solve problems, create things, or have fun. By practicing and improving your skills, you can become better and more confident at doing the things you enjoy.

Some examples of skills are computer skills, communication skills, time management, telephone skills, or cooking skills. Identifying these skills will show employers you have the skills that will help their company and will also help you know what you are best at doing!

- What are my talents?
- What is my education and training?
- How do my strengths, skills, education and training align with career options?

*To put these questions together, do the activity below.*



## Recommended Activity: Strengths & Skills

This Strengths & Skills Activity allows you to create a list to use when talking to people about your interests and work. This worksheet can be downloaded, saved and/or printed. This worksheet activity helps you prepare to meet with people who ask the following questions:

- What are you good at?
- What are your strengths?
- What skills or skill sets do you have?
- What have you learned in the last year?
- What is a problem you solved and what did you learn?
- What are your assets?

*Complete each section by answering the questions. Then take all of the answers and put them together in the final section to create your Assets Inventory, bringing Strengths and Skills together into a single list! If a question is hard, use the examples to help you think about your answers.*

### Question 1: What do you do well? What are you good at?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "I finished my school project." "I got my first job!" "I learned how to welcome customers to the store." "I learned how to stock shelves." "I created my first YouTube video."



### The List Above Are Your Strengths!

**Definition:** Things you are good at! Things you like to do!

**More Examples:** Reading, gaming, taking pictures, creativity, respectful, working in teams.

## Question 2: What are your best skills?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "I am always on time for school and work and I show this every day." "I am excellent at using the computer and I am doing research now." "Communication skills is my best career readiness skill."

## The List Above Are Your Skill Sets!

**Definition:** A set of skills and abilities. Something you know or can do that will help you get a job.

**More Examples:** computer skills, telephone skills, being on time, cooking, reading, writing.

**Question 3: What have you learned in the last year, what new skill(s) do you have?**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Examples:** "I learned how to use Zoom for meetings on the computer." "I can do Internet searches." "I learned how to fill out a time card for work."



## The List Above Are More Skill Sets!



**Definition:** These are skills and abilities that you learned to do in the last year. Something you learned to do that could help you get a job and show you are always learning new things.

**More Examples:** Learned how to use Microsoft Word, how to use public transportation, stock shelves, set the table.

**Question 4: What was a problem you had and what did you learn from it?**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Example:** "I used to interrupt people on the phone and now I learned to wait my turn. I had to be patient and say "excuse me" to then take my turn when they are finished talking."

**The List Above Are More Skill Sets!**



**Definition:** These are problem solving skills. When you have a problem, learn from it, and make a change to do something different.

**More Examples:** "I was late all the time. I learned how to use my phone to set alarms to help me be on time." "I didn't participate in class because I was nervous. Now I practice by trying to answer one question each day. I'm getting better!"

*Now, take the above answers and create your Strengths and Skill Sets List!*



# Strengths & Skills List

## Strengths

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Skills

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## What I learned in the last year (New Skills):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Things I learned from solving problems (Problem Solving Skills):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Congratulations!



**You did it!** Read the 10 items listed above. This is your **Assets Inventory**, your Strengths and Skills that you will bring to school, to work, and to the community! Remember to update your list as you learn and grow.



## 3

## Choosing Work Goals

Setting work goals for yourself is a major key to success in your career! Having goals set in place will help you stay on track and create a path to success!



**goals**  
/ gōls /

A goal is something you want to accomplish in your future whether it be for work, yourself, or any part of your life.

*Choosing work goals means deciding what you want to accomplish in your job or career. It's like making a plan for what you want to do and achieve while you're working.*

When thinking about choosing your work goals, consider what you want to do with your career. What do you want to accomplish with your career and where do you see yourself 5, 10, even 20 years in the future? It is important to set these goals even if they are to change, challenging yourself to meet these goals will only help you grow as an employee and as a person.



**It is also important to consider what types of jobs and careers there are.**

1. What type of work do I want to do?
2. Do I like hands-on work?
3. What career makes the most sense for me?

*Choosing your goals can be difficult but the following activity will help you identify the right goals for you.*



## Recommended Activity: Choosing Work Goals

This Choosing Work Goals Activity allows each youth to create a list for use when talking to people about their goals for work and careers. This form can be downloaded, saved and/or printed. This worksheet activity helps youth prepare to meet with people who ask the following questions:

- What do you want to do?
- What are your plans for work?
- What work or career goals do you have?

*Complete the form by answering the below questions.*

### Question 1: What are you passionate about? What do you love to do??

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



#### HINT

Think about your favorite things to do every day! What are some of your favorite things to do every day? What activities make you happy? **Examples include:** reading, talking to people, being with pets or animals, using computers, sports.

### Question 2: What job or work do you want to do?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**HINT**

When picking what you want to do for a job or work, think about your answers to Question 1! If you love to do something, you can take that passion and find a job that you will love to do, too!

When choosing your work goals, research what types of jobs exist and who is hiring. This is important so you know what jobs are available and the strengths and skills that are needed to be hired. Your allies can help you find these things. Working with your allies, research and answer the below question.



**New to Work?** Think about what you have always wanted to do with your life! “I want to be a cook!” “I love sports and want to be part of a sports TV crew!” I want to be involved with something outdoors because I love being outside.”

**Question 3: What types of jobs or careers are available?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**HINT**

To discover what jobs are available for you, you should consider talking with your allies, going online to search, or visiting a company in person to talk with them about openings.



**New to Work?** Think about your answer to the last question and find out the career path and jobs available in that profession. “If I want to be a cook, I might need to start as a line cook or go to school to learn how to be in a restaurant kitchen.” “If I want to be part of a sports TV crew, I will need to learn how to be part of the filming team or learn more about computers.”

**Question 4: Who will help you in setting work goals?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**HINT**

Do you have a teacher, family member or friend that can be an adult ally or mentor? What employment support providers can help you?

**Question 5: What steps do you have to take to reach your job or work goal? You might have 3-4 things or you might have a longer list, each person has their own path to work.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_



## HINT

Do you need to take education or training to learn more about how to do the job? Do you need to research what jobs are available near you? Do you need to work with an employment service provider or job coach to help in your transition to work? Do you need an adult ally or mentor? What employment support providers can help you?

## Congratulations!



**You did it!** These are your **Work Goals** and the steps to take you to get the job and career you want! Remember to update your list as you learn and grow.

## 4

## Accessing Training and Education



After identifying your strengths and skills and choosing your work goals, it is important to assess what training or education you need to reach your new work goals. Sometimes employers want people with very specific training or education. Think about the reasons why training, education, or a certificate of completion can help you, like these examples:

- Shows a level of knowledge and skills
- Develops your reputation, what people think about you and what you can do
- Demonstrates you are dedicated to a plan and achieved an educational goal
- Indicates your interest to advance, to move forward to your work goals

You might also want to explore other programs to help you learn new skills, such as apprenticeships (learn while you earn), internships, or mentorships. In these programs you have the opportunity to learn from someone with more experience on your way to the job you want.

Ask your allies (refer to Activity 1, Careers and Allies List) to help you by reviewing your asset inventory (refer to Activity 2, Strengths and Skillsets) and your work goals (that you created in Activity 3), then figure out what else you need to reach your goals!

When reviewing your goals compared to the training or education that is needed for the job or career you want, do you have the basic skills or advanced skills needed so the employer will be able to hire you?

For example, if you want to be a hairdresser for a professional salon, you may be required to obtain a certificate from a school of cosmetology. This is a school that provides training in how to wash, cut and blow-dry hair in certain styles. The certificate would indicate a level of effort was achieved (80 hours of work) and a level of performance was achieved (good, quality haircuts were provided).

Another example, focus on advanced skills, is when someone might like to join a project team for a company. The position might require writing and communication skills along with an Associate's Degree (2 years of college) or Bachelor's Degree (4 years of college). For those positions, it is important to know the hiring requirements so you learn if you would qualify, or in other words, to be hired or asked to get more education before being able to work there.

Taking these steps first will help you be organized and increase your confidence in planning your next steps, which may include training and education.

*Here are a few examples to help you think about your work goals and what education is needed to get these types of jobs.*

<b>Type of Job</b>	<b>Training and Education Required</b>
Head Chef	<ul style="list-style-type: none"> <li>– Culinary School/University Degree</li> <li>– Apprenticeship</li> </ul>
Customer Service Representative	<ul style="list-style-type: none"> <li>– High School Diploma or Associate's Degree</li> <li>– Additional In-House Training</li> </ul>
Warehouse Stocker	<ul style="list-style-type: none"> <li>– High School Diploma</li> <li>– OSHA Safety Certification helpful</li> </ul>
Actor	<ul style="list-style-type: none"> <li>– Associate's, Bachelor's, or Master's Degree in Theatre</li> <li>– Formal Acting Training</li> </ul>
Retail Worker	<ul style="list-style-type: none"> <li>– No Formal Education Requirements</li> <li>– On the Job Training</li> </ul>

Recall everyone is at a different point on the Roadmap to Work and will need different types of education and training to help them reach their work goals.

*Use the activity on the following page to help you map out your training and education needs. You can mark down where you want to go and then "work backwards" to fill in the missing training, education or certificates you need to get the job you want!*



## Recommended Activity: Accessing Training and Education

Start by taking the work goals you created in Activity 3 and place them below.

### Work Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "To be an animator." "To work at a restaurant." "Be a teacher."

If you are missing training and education needed to get your desired job, work with your allies (remember, your allies are caring adults and peers or friends that can help) to show you where you are and where you need to be!

**Do I need more training and education to do the job? Do I need more skills or access more experience before I can get hired? If so, list the needed training and/or education below:**

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### Examples:

- **Actor:** Degree in Theatre and Formal Acting Training
- **Retail Worker:** On the Job Training



## How can I accomplish getting this training and/or education?

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### Examples:

- **Actor:** Explore classes at local community college.
- **Retail Worker:** Ask about training during application or interview process.

*Once you and your ally have figured out what training and education you need, make your plan and be sure to get started!*

*If you and your ally agree that you have the training and education needed to achieve your work goals, then you can SKIP this step and move on to Section 5, Creating Your Resume!*

# 5

## Creating Your Resume



The next step in your roadmap to finding a job is to create your resume.

### What is a resume?

*A resume is a special paper or document that tells people about all the cool things you've done, things you're good at, and experiences you've had. It's like a quick story of your life that you can show to employers or schools when you want to get a job or study there.*

*A resume includes your education and work history and accomplishments in a short and clear listing. It also can include your work goal and is used for when applying for a job or schools.*

In this section you will take your assets inventory and past training and education and put it all together in a single place, your resume!!

**You've done all the work so far! Now we are going to create your resume.**



## Recommended Activity: Creating Your Resume

The Creating Your Resume Activity will allow you to create your very first resume! This activity will also provide tips for creating or refreshing a resume, to include working with a peer mentor or adult ally to support you in the activity, if appropriate.



**New to Work?** Look at this example resume and then fill out the resume activity below the best that you can with your information and any skills or experiences you have had that would fit! Don't worry about having a lot of items – everyone needs to start somewhere and we want you to create your first resume!!

### Section 1: Contact Information

Fill out this section to provide information about who you are and how to reach you in case an employer or school is interested in talking to you.

**First and Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Example:** Sometimes it helps when we have an example. Use the below example to help you make your list.

**First and Last Name:** Jason Masterson

**Address:** 349 Washington St. Davis, CA 95616

**Phone Number:** 530-757-8076

**Email:** jmasterson\_5@gmail.com

## Section 2: Work Goal(s)

For this section, go back to Section 3 and take your Work Goals and put them below! Including your work goal in your resume will let employers know what work you want to do and if it is something they need.

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**Example:** If this is hard, try using the below example to help you think about your Work Goal(s)!

*To be an animator and work on creating and editing animated films.*

## Section 3: Experience

In this section, list out your experience. Start by including any work you have done. Then move to any volunteer experience. Next, include your school experiences.

**Work Experience:**

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**School Experience:**

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**Volunteer Experience:**


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**Example:** When putting this down on paper you should start to have a list of your accomplishments. This is your past track record of successes! If this is hard for you to do, try using the below example!

**Work Experience Example:****Candy Store Helper, Sweet Treats Candy Shop***June 2022 - Present*

- Helped customers pick their favorite candies and shared recommendations.
- Kept the candy shelves neat and filled them up when they were empty.
- Worked with other helpers to make sure the store looked nice and clean.
- Made sure customers were happy by listening to them and solving any problems.

**School Library Assistant, Sunny Elementary School***September 2020 - May 2022*

- Helped the librarian organize books and put them in the right places on the shelves.
- Checked out books for students and made sure they were returned on time.
- Helped classmates find books they needed for projects and reading.
- Used the computer to enter information about new books into the library system.

**Dog Walker, Wagging Tails Pet Services***June 2019 - August 2020*

- Took dogs for walks around the neighborhood, making sure they got exercise and fresh air.
- Played with dogs and gave them lots of attention and care.
- Cleaned up after the dogs by picking up their waste and keeping the area clean.
- Followed instructions from pet owners to make sure the dogs were safe and happy.

**School Experience Example:****Science Fair Project: "Effects of Environmental Factors on Plant Growth"***January 2022*

- Conducted an experiment to study the impact of light, water, and temperature on plant growth.
- Designed and set up controlled environments for different variables.
- Collected data, measured plant growth, and recorded observations.
- Analyzed the results and presented findings using charts and graphs.

**Community Service Project: "Volunteer Earth Day Clean-up"***April 22, 2022*

- Organized a volunteer clean-up day in collaboration with local community organizations.
- Planned and coordinated logistics, including obtaining necessary permits and organizing supplies.
- Mobilized volunteers and assigned tasks to ensure efficient clean-up efforts.
- Managed the collection and proper disposal of waste materials.

**Entrepreneurship Project: "Student-Run Pop-up Shop"***October 2021*

- Developed a business plan and executed a student-run pop-up shop at school.
- Collaborated with classmates to select and source products, set prices, and create marketing materials.
- Managed inventory, sales transactions, and customer service.
- Evaluated the project's success and presented a financial report to showcase profitability.

**Volunteer Experience Example:****Youth Mentorship Program, Los Angeles, CA***September 2017 - December 2019*

- Provided guidance and support to at-risk kids at school
- Held mentoring sessions to help mentees in setting and achieving their goals.
- Offered tutoring and homework assistance, focusing on improving their academic performance.
- Actively listened to mentees' concerns and provided emotional support and guidance when needed.

**Food Bank Volunteer, San Diego Food Bank, San Diego, CA June 2016***August 2017*

- Sorted and packed donated food items for distribution to individuals and families in need.
- Assisted with inventory management and ensured the freshness and quality of food products.
- Helped in organizing food drives and community outreach programs to raise awareness and collect donations.
- Provided a friendly and welcoming environment for individuals accessing food bank services.

## Section 4: Education

Next, put down your educational experiences and achievements in this section. Consider the courses you have taken, diplomas or certificates received and more! Use the example to help if you are having trouble thinking of the things you can include.

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**Example:****Irvine High School, Irvine, CA***September 2015 – May 2019*

- Pursued a well-rounded high school education, including courses in math, science, English, social studies, foreign languages, and elective subjects.
- Participated in extracurricular activities, clubs, or sports teams, demonstrating leadership and teamwork skills.
- Maintained good academic standing and active involvement in the school community.

**Bachelor's Degree in Business Administration,  
University of California, Los Angeles, CA***Graduated: May 2023*

- Studied Accounting, Marketing, Financial Management, Business Law, and Organizational Behavior.
- Learned about how businesses work and the strategies they use.
- Worked on projects and presentations to apply what I learned in real-world scenarios.
- Researched and analyzed information to solve problems and make decisions.

## Section 5: Strengths and Skills

Now, pull in your strengths and skills from your earlier work. This list is what we will call your keywords list and it will help showcase all that you can do!

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**Example:**

**Skillsets:** Computer skills, telephone skills, being on time, cooking, reading, writing

**Strengths:** Gaming, taking pictures, creativity, working in teams

## Putting it All Together

*Now that you have collected the pieces, it's time for you to create your full resume. Start by looking at the example resume on the next page. Then create yours on the page after that.*



# Example Resume for Jason

**Jason Masterson**

**349 Washington St. Davis, CA 95616**

**902-279-2870**

**Jmasterson\_5@gmail**

## Work Goal(s)

To be an animator and work on creating and editing animated films.

## Work Experience

**School Library Assistant, Sunny Elementary School**

*September 2020 - May 2022*

- Helped the librarian organize books and put them in the right places on the shelves.
- Checked out books for students and made sure they were returned on time.
- Helped classmates find books they needed for projects and reading.
- Used the computer to enter information about new books into the library system.

**Dog Walker, Wagging Tails Pet Services**

*June 2019 - August 2020*

- Took dogs for walks around the neighborhood, making sure they got exercise and fresh air.
- Played with dogs and gave them lots of attention and care.
- Cleaned up after the dogs by picking up their waste and keeping the area clean.
- Followed instructions from pet owners to make sure the dogs were safe and happy.

## Volunteer Experience

**Youth Mentorship Program, Los Angeles, CA**

*September 2017 - December 2019*

- Provided guidance and support to at-risk kids at school
- Held mentoring sessions to help mentees in setting and achieving their goals.
- Offered tutoring and homework assistance, focusing on improving their academic performance.
- Actively listened to mentees' concerns and provided emotional support and guidance when needed.

**Food Bank Volunteer, San Diego Food Bank, San Diego, CA***June 2016 - August 2017*

- Sorted and packed donated food items for distribution to individuals and families in need.
- Assisted with inventory management and ensured the freshness and quality of food products.
- Helped in organizing food drives and community outreach programs to raise awareness and collect donations.
- Provided a friendly and welcoming environment for individuals accessing food bank services.

**School Experience****Science Fair Project: "Effects of Environmental Factors on Plant Growth"***January 2022*

- Conducted an experiment to study the impact of light, water, and temperature on plant growth.
- Designed and set up controlled environments for different variables.
- Collected data, measured plant growth, and recorded observations.
- Analyzed the results and presented findings using charts and graphs.

**Entrepreneurship Project: "Student-Run Pop-up Shop"***October 2021*

- Developed a business plan and executed a student-run pop-up shop at school.
- Collaborated with classmates to select and source products, set prices, and create marketing materials.
- Managed inventory, sales transactions, and customer service.
- Evaluated the project's success and presented a financial report to showcase profitability.

**Education****Irvine High School, Irvine, CA***September 2015 – May 2019*

- Pursued a well-rounded high school education, including courses in math, science, English, social studies, foreign languages, and elective subjects.
- Participated in debate team and basketball team.
- Maintained good academic standing and active involvement in the school community.

**Bachelor's Degree in Business Administration,  
University of California, Los Angeles, CA**

*Graduated: May 2023*

- Studied Accounting, Marketing, Financial Management, Business Law, and Organizational Behavior.
- Learned about how businesses work and the strategies they use.
- Worked on projects and presentations to apply what I learned in real-world scenarios.
- Researched and analyzed information to solve problems.

**Key Strengths, Skills and/or Interests**

Computer skills, telephone skills, being on time, cooking, reading, writing, gaming, taking pictures, creativity, working in teams.



## Now Create Your Resume!

**First and Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Work Goal(s)

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### Experience

**Work Experience:**

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**School Experience:**

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**Volunteer Experience:**

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**Education**

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## Key Strengths, Skills and/or Interests

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## Congratulations!



**You have your updated resume!** It's now time to share it with your team of peers and allies and future employers and ask for feedback!

## 6

## Finding Job Openings



There are many ways people find jobs! Some people find jobs by going to a store and finding a sign in the window that says “Help Wanted!” Other people find jobs by using a computer to search for work. And even more people will ask family and friends, people they know, for help in finding jobs and employment. There are many ways people find employment, you just need to find the right way or ways for you!

Figuring out the best ways to find the jobs you are looking for will make it easier for you! Below are some tips on how to find jobs that fit your career path.

1. **Ask my allies:** Ask your family, friends, and teachers if they know of any job openings. Sometimes people you know can help you find a job.
2. **Look online:** There are websites where companies post job openings. You can look on these websites and see if there are any jobs that match what you want.
3. **Go to the employer:** If there is a business or organization you really want to work for, you can go there and ask if they have any job openings. Sometimes companies don’t post job openings online, so going in person can help. You may even find a hiring sign in the window or at the front door.

Of the three options, the most common way people find jobs today is online. There are a few popular websites that most people use.

*To learn what job openings are available for you, try the activity on the next page.*



## Recommended Activity: Ways To Find A Job

Now that you know the ways to find a job, it's time for you to try it on your own! First, remember the three ways in which you can find a job.

- Ask your support network
- Look online
- Go to the company

*Now, complete each section of the activity by answering the questions. If a question is hard, use the examples to help you think about your answers.*

**Question 1: Using the “Ask my network” approach, reach out to people you know who care about you – your supporters and allies – and find two job openings. Write below your two answers.**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Example:** I asked my mom about any local job openings that would be a good fit for me and learned there was a job opening at Target. School counselor or advisor.



**New to Work?** Ask people in your network about good starting places for your career and see if they have any ideas or opportunities

**Question 2:** Using the “look online” approach, find two job openings. Put your answers below.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Examples:** “Google search for job openings in my town and I found a position at an ice cream shop.” “Disability employment job boards, I found a position at a Center for Independent Living near me.” “I went on LinkedIn and searched “project assistant” in the jobs selection and found multiple job listings around me that are hiring. Project Assistant for Consulting Company.”





If you are interested in self-employment or “gig work,” consider using sites like Upwork, Fiverr and Freelancer. These are websites that are looking for short-term employment opportunities. You should also use your support network as they will help you market your services to people they know!



**New to Work?** Try this activity by searching online for entry level jobs for the career path and work goals you have written earlier in this guide!

**Question 3: Using the “go to the company” approach, find two job openings and list them below.**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Example:** “I went down to my local Safeway and asked if they were hiring, they said they had two. job opening for grocery store clerk.” You can visit any retail store or restaurant and look for “We Are Hiring” signs.

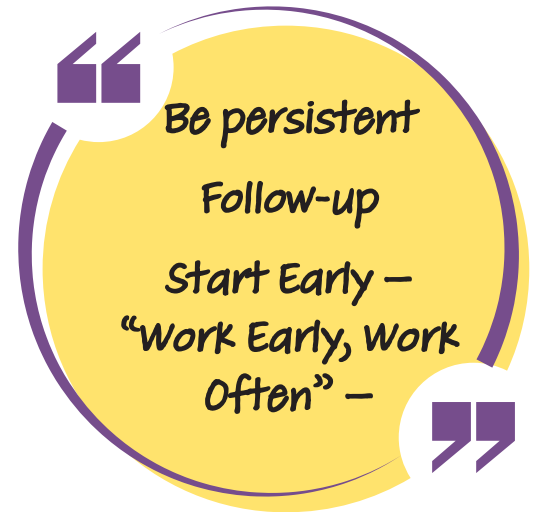
**Question 4: What did you learn from the job openings you found? Put three answers below!**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** “My education matched the listing, I can apply for the job!” “Do I have the necessary strengths and skills; it seems like I might be missing some important skills.” “I wasn’t sure if the job aligned with my career goals?”

## How can you get started?

- Community service is work! Get a job through volunteering, and gain experience through volunteering. This is a great way to develop new skills. Read the [Let's Work! Gaining Experience Through Community Service Activity Guide](#) to learn more!
- Need to develop your support network to meet new people to find ways to develop new skills? Check out the [Let's Work Networking Activity Guide](#) to learn new ideas.



## 7

## Supporting Employment Success

Now that you have your roadmap to work, it is important to ask yourself: **what else do I need to be successful to finding and keeping a job?**

Here is a list of other things you may need to be successful:

### 1. Housing

Let's start with housing. When you have a place to live, it's easier to focus on your work. You don't have to worry about where you'll sleep or how you'll keep yourself safe. Housing provides you with a base and security, which can help you feel more confident and focused on your job.

Housing affects your ability to commute to work as well. If you live close to your workplace, you can save time and money on transportation. It becomes easier to arrive on time, and employers need that from their employees.

### 2. Medical Services

**Are there any specific medical services you require?**

Having access to medical services can be very important when it comes to finding and keeping a job.



For individuals with disabilities, managing health is often a priority. Access to medical services means being able to visit doctors, specialists, therapists, and other healthcare professionals who understand specific needs. These professionals can provide necessary treatments, medications, and therapies to help manage health.

### **3. Transportation**

Transportation can be crucial for employment. If you can't get to your workplace easily, it becomes difficult to show up on time and be reliable. Having a reliable and affordable transportation option, such as a car, bike, or public transportation, allows you to commute to work efficiently. It ensures you can arrive at your job on time, which is important for maintaining a good impression and showing your employer that you're responsible.

### **4. Friends**

When issues come up at work, it is important to have great friends outside of work that can offer you support and someone to talk to. Having someone you know you can rely on and trust will help ease any stresses you are facing in your workplace.

### **5. Recreation**

While it is important to be focused and hardworking during your time at work, spending time relaxing and doing activities you enjoy outside of work is essential for your physical and mental health. Work can be stressful and tiring, so make sure to relax and do the things you love with your time off!



## Recommended Activity: Supporting Employment Success

What do you need to support your successful employment? Answer the below questions to help you create your list to put into place. If you aren't sure, work with a supportive ally or friend.

*If a question is hard, use the examples to help you think about your answers.*

**Question 1: What type of housing do you have arranged? Do you need to consider moving somewhere else?**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Example:** "I live with my parents and am close enough to work so I do not have to move"

**Question 2: Are there any medical services you require to complete your job?**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Example:** "I need a job that allows me to have a start time after my Wednesday morning appointments." "I need work that allows me to take breaks twice a day for my medication."

**Question 3: Do I have transportation to and from my job everyday that I work?**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Example:** "My mom is able to drive me to work Monday-Thursday and I take the bus on Friday!"

**Question 4: Do you have any friends that you can talk to if something happens at work and you need to talk it out with somebody?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "My close friend Alex is always there for me and I can talk to him if anything is bothering me at work"

**Question 5: Do you have any recreational activities you can do in your free time to relax when you are not working?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples:** "I like to walk to the park with friends after work." "I play video games when I get home from work."

**Use your answers to support your successful roadmap to employment!**

*Congratulations on completing the Finding a Job Activity Guide. We hope you have some new ideas and tools to help you find the work you want. We should all work and look forward to seeing you in your job one day soon!!*



## i

## About the Authors and Contributors

### Dani Bowman



Dani Bowman—who is on the autism spectrum founded her company, DaniMation Entertainment, at age 14 in 2009 and launched DaniMation UK in 2019. She graduated with a BFA in Animation in 2018 and an MBA in Global Strategy and Leadership in 2020. Dani has premiered 11 animated short films, a PSA, and a music at San Diego Comic Con.

Over the next 14 years, Dani has led summer animation camps and around the country, initially with Joey Travolta’s Inclusion Films, and then expanding out on her own, adding programs at the University of South Florida, Plymouth University and Brunel University London in England, teaching over 2500 youth with autism and other different abilities. In 2020, Dani pivoted to teaching animation from in-person to online with 1-Week Animation Workshops and One-on-One classes.

In addition to teaching animation, Dani works with her students as a role model and mentor, encouraging them to follow their dreams. In 2021, Dani and her team participated in the Easterseals Disability Film Challenge, where she won for “Best Editor” with her film “The Home Office”.

Dani is currently working on getting a Ph.D with thesis on how much the impact her program has had in the autism community.

### Sean Keilberg-Tucker

Sean is a Project Assistant on the Let’s Work! Initiative for ForwardWorks Consulting, a partner of the California Transition Alliance. Sean is a graduate of Fairfield High School (California) and a recipient of the Solano County Office of Education Adult Transition Program Certificate of Completion. In November 2018, he was a featured speaker at the Bridge to the Future Institute, a [Let’s Work! California Networking Activity Guide PAGE 27](#) conference of 2,000 attendees organized by the California Transition Alliance. He also joined actor RJ Mitte and Derek Shields of the National Disability Mentoring Coalition to deliver a workshop for youth with disabilities on networking skills as part of a selfdetermination youth strand. From that experience and using the self-determination skills he learned, he returned home and conducted a self-determination workshop to help “pass the baton” of self-advocacy as it was passed to him at the Bridge to the Future Institute by two of his mentors.

## Kayla Smit



Kayla Smit joined the Let's Work! Networking Team during the Summer of 2020. Graduating from Tokay High School with high honors, Kayla was in National Honor Society and received the Principal's Award and Scholarship for her academic achievements. Kayla is currently a student at Delta College working on her Associate's Degree in Art. Kayla's other areas of interest are surfing, history, reading, drawing and music. She gained work experience at farmer's markets through a family business, including product staging and sampling and is currently learning point of sale services. Kayla was a 4-year member of her high school's Japanese Club and helped coordinate activities and is a volunteer for Surfer's Healing, a surfing program for youth with autism.

## Sean Spence



I am Sean Spence. I have a B.A. in Psychology from Chico State University and my goal is a master's degree. My philosophy is to help people improve their life. Two accomplishments are: Invited to speak to the CA Advisory Commission on Special Education as a contributor, October 2022; invited to write a life story article, published in The Special EDge Newsletter, June 2022. My location is in Northern California. My hobby is traveling.

## PJ Swan



PJ is a former student in the Lodi Unified School District and is proud of her successful transition to be a Job Coach Assistant. Growing up with Cat Eye Syndrome, PJ learned sign language at a young age and learned a great deal about accommodations and Individualized Education Plans (IEPs) throughout her elementary, middle and high school years.

She began leading her IEP meetings and took her confidence and skills into her Workability I experiences, including jobs at CVS, Marshall's and even the Lodi Unified School District's Superintendent's Office. Next, PJ participated in the Transition Partnership Program Job Club and Boot Camp, learning new self-advocacy skills, preparing her resume and



applying for an internship with the school district. After the internship, PJ set her goal to obtain a full-time job and applied to be a Job Coach Assistant. After being hired, PJ has successfully completed the job tasks, finds great enjoyment in work and expanded her role to include teaching students to use the Person Centered Planning application.

PJ spoke to over 1,000 attendees at the *Bridges to the Future Institute*, arranges her own transportation, enjoys learning and selfies and is proud to always be on time.

During the Summer of 2020, PJ joined ForwardWorks Consulting as a Technical Assistant on the Let's Work! California initiative. Recently PJ has been learning about the Disability Autism Awareness Spectrum. She also enjoys time with her friends, cousins, and the Valley Mountain Regional Center.

## Caley Versfelt



Caley Versfelt promotes acceptance and inclusion as an advocate, public speaker, actress, and correspondent. Caley dreams big and never gives up. She believes, "Having Down Syndrome is a gift."

Caley's entertainment interests are limitless. She guest starred on *The Good Doctor*, performs *The Sound of Musical* opening improv, co-hosted the Media Access Awards live, and was an assistant camerawoman in Easter Seals Disability Film Challenge's.

Caley is passionate about her advocacy work with many organizations. Caley is a Global Ambassador for Best Buddies International and a previous Los Angeles Advisory Board member. For Special Olympics SoCal, Caley is a Global Ambassador, a prior Board of Directors member, a Games Associate and Correspondent for Special Olympics World Games LA.

As a media correspondent, Caley annually interviews celebrities at the Easter Seals Disability Film Challenge Awards. Additional events include the Media Access Awards, Reel Abilities Film Festival and Special Olympics World Games.

Caley lives everyday embodying that everyone should be treated with dignity and value. She is passionate about sharing these values speaking at events and through her company, Tides of Kindness, which promotes, "Kindness is contagious."

# About Let's Work! California

Designed to increase access to information for Californians with intellectual and developmental disabilities (I/DD), their families and supporters to obtain competitive integrated employment (CIE), Let's Work! is an initiative of the [California Transition Alliance](#).

Originally funded by the [California State Council on Developmental Disabilities \(SCDD\)](#), the project is consistent with the SCDD mission to advocate, promote and implement policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with IDD and their families.

Let's Work! also supports the [SCDD State Plan](#) goals for Employment and Self-Advocacy and also enhances four best practices as identified by the [National Technical Assistance Center on Transition](#) and the [Workforce Innovation Technical Assistance Center](#).

By creating activity guides and the [Let's Work! California YouTube channel](#), the California Transition Alliance is reaching youth, your families, your teachers and other resources working with you, businesses, and community partners to encourage self-advocacy, create person-centered plans and inform you on work options.

The project uses best practices, things we know that work well for people:

- Share employment and self-determination information
- Tell personal stories to help youth think about the possibility for work
- Build a network of adult allies through instructional videos and mentoring
- Provide work experience to more youth
- Help youth develop skills through projects

Expanded in 2022, the Let's Work! California initiative is now designed to share stories and tools to encourage and support more youth and students with all kinds of disabilities throughout Californian. Let's Work! CA is about helping you to access the work you want!

# Notes

This page is provided for you to take notes.



**Let's Work!**  
¡vamos a trabajar!  
我们一起工作

**You've got this!**



Let's Work!  
California Transition Alliance