

First Jobs

When preparing to search for a job for the first time it can be exciting but overwhelming.

Where to find employment?

To find jobs individuals can use online job boards such as: Indeed, LinkedIn, and ZipRecruiter. Job listings can also be found on billboards, newspapers, by word of mouth, and listings by the company.

The importance of a resume

A resume briefly outlines your work experience, educational background and skills. **If you have not had paid employment**, you can provide information about volunteer experiences that demonstrate skills you gained in a professional environment. You may also include classes that specialize in an area. Specialty classes can be highlighted when listing educational background to demonstrate working knowledge that is relevant to the job that you are applying for.

Picking references

Often when applying for a job you will be asked for a reference. A reference is an individual that can answer questions about the applicant's work history, skills, abilities and work style. Many employers will ask for 3 references. **Do not provide friends and family as references.**

Examples of References are:

- Teachers
- Supervisors
- Coworkers
- Vocational Rehabilitation Counselor
- Employment Specialist / Job Coach

When providing a reference include:

- First and last name
- Phone number
- Email
- How long you've known each other
- Your relationship

Compiled by TVS Employment Specialists
For more information please visit:

<https://tvsinc.org/meaningful-employment/jobs-in-our-community>

“It sorta feels good because I can pet the dogs. The paycheck makes it feel good.”
- Paul, Camp Bow Wow



During the interview:

When a company is interested in learning more about an applicant an interview is set up. Interviews are a formal time for the company to learn more about an applicant and for the applicant to learn more about the position. **During the interview**, you will be asked questions about yourself, your experience, and why you are interested in the position.

You will also have an opportunity to ask questions.

Some questions you may want to consider asking are:

- about uniforms
- advancement opportunities
- is there training provided
- and what does a typical day look like for this position.

What to wear:

Ensure that you are presenting your best when interviewing.

- Have clean clothes that are professional that do not have holes, are ripped, or have stains. Outfits can include:
 - dresses
 - skirts
 - dress shirts
 - dress pants
 - slacks
- Personal hygiene is also important. Take time to:
 - clean hair and body
 - wash your face
 - brush your teeth
 - brush your hair

LOCAL RESOURCES

- Transylvania County Vocational Rehabilitation #828.883.2190
- Henderson County Vocational Rehabilitation #828.435.7230
- Transylvania County NCWorks #828.883.2550
- Henderson County NCWorks #828.694.1755
- TVS (Transylvania Vocational Services): #828.884.3195