

# Graduation Transitions – Employment Finding Documents

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In order to successfully gain employment the potential applicant must be prepared to answer personal questions regarding their suitability for the position being applied for.

In order to find employment the applicant should complete a number of steps:

1. Create an inventory of skills (**Employability Skills Self-Evaluation**)
2. Prepare Job Finding Documents (**see below**)
3. Create a list of potential employers
4. Make Direct Contact with potential employers
5. Follow-up with potential employers
6. Repeat steps 1-5 if necessary

**In order to receive Graduation Transition credits students will have to include the following documents:**

- Resume
- Cover Letter
- Reference Letter
- Sample Application Form

If you need support to complete a Resume and/or Cover Letter then please ask your Planning 10 teacher or school administrator for help building these documents. You may also want to go to the North Island Employment Foundations Society website (<http://www.niefs.net/job-search-skills>) for online tools for hints and tips on building these documents.

Employers are often expecting an application package that includes a resume, cover letter and reference letter. To further support their application process employers sometimes include an application form that is to be completed in a specific pen color and handwritten. To expedite these processes job seekers should have a completed application form to aid their writing. A sample application form is provided in this package.