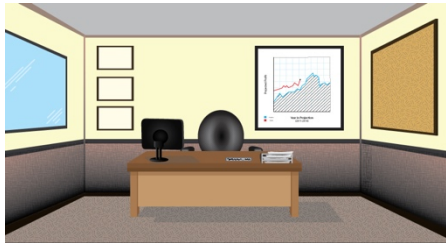


GUIDELINES FOR PEOPLE WITH DISABILITIES FOR APPLYING FOR JOBS



1. Get your resume or CV ready

There is a difference between resume and CV. Resume is a short version of your work experience. Curriculum Vitae or CV is a detailed and very long version which describes all your records in education and work. Attentively read if the job announcements require resume or CV. After finding out what is required get your resume or CV polished and well organized. You may need to change your CV/Resume depending on the requirements of the job to fit the job announcements. You can search for sample resume and CV in google.

2. Cover letter

A cover letter is a document that tells employer why your skills and experience are good fit for that specific job. It is separate than resume and CV. It is sometimes required as a part of the job application. Sometimes it can be optional. But having cover letter is the best way to increase your chance for interview. Again, make sure that your cover letter is well organized and polished with no grammar and spelling mistakes. You can search for Cover letter in google.

3. Applying for job

You can apply for job via email, from job portal or in person. It depends how job is announced. No matter how the job applying is happening make sure that you follow instructions of the company exactly.

4. Interview process

If you are selected, you will be invited to a meeting with director, manager or head of human resource department to talk about



your work experience, education background and your motivation for the job. Get prepared for interview.

4.1 First do your research to learn about company/agency as much as possible. While learning about them, prepare some questions to ask during the interview. It is not only them interviewing you, you also interview them. Asking questions during the interview will show that you are interested in the job and motivated to work for them.

4.2 Do mock interview sessions with your friends or family member before real interview. Record yourself if you can and listen.

4.3 Prepare your 30 seconds-1-minute *elevator pitch speech* where you briefly talk your experience and your desire for the job and how you can contribute to the job or company/agency. Practice, practice and practice it a lot that you are comfortable with it.

Your elevator pitch should answer the following questions:

- Who are you?
- What do you do?
- What do you want?



Example: *“Hi, my name is Anar. Thanks so much for sitting down with me today. After graduating with my bachelor’s degree in Business Administration, I’ve spent the last three years building professional experience as an Executive Assistant. I’ve successfully managed end-to-end event coordination and have generated a strong professional network for my colleagues. I was excited to learn about this opportunity in the sports management space—I’ve always been passionate about the way sports bring cultures together and would love the opportunity to bring my project management and leadership abilities to this position.”*

4.4 During the interview listen carefully to all questions before answering. When answering question be specific and clear not to give too much or too little information.

4.5 Dress to impress!! Dress properly for interviews. You can ask about the dress code before the interview from the person who emailed or called you to invite to the interview. If there are not specific instructions for dress, then dress officially.

4.6 Sometimes interviews can be one-to-one or in groups. Sometimes you can be interviewed by couple people different times. Do all steps mentioned above regarding the interview for all interviews: dress properly, show motivation, be

polite, smile and answer questions clearly. When in group try to engage in eye contact with everyone and engage in conversation with everyone.

4.7 Arrive 5-10 minutes before interview time and make yourself comfortable before interview. Make sure to tell company if you change your mind and do not want to for interview. May be not this time, but in the future, you might want to work for them. So do not burn all bridges by not showing up without notification.

5. Send thank you note



Prepare and send thank you letter right after the interview preferably the same day or during 24 hours after the interview. In the letter thanks them for their time and effort for interviewing you. If there are many people send separate thank you note for each of them.

6. Follow up after the interview

If you do not hear from them within a week, you can email or call them to find out their decision about you. If you are not hired, ask them to provide you with reasons for not hiring you and tell them this information if important for you to improve yourself. If you are not hired thank them and ask them to inform you for future openings and you are interested to apply again (if it is so).

