

Finding employment

Finding work can be difficult but we are here to help



Easy read fact sheet



Employment support is about working with you to help you find work.



We help you understand job adverts.



We help you fill in application forms.



We help you write your CV or make it better.



A CV is a document that tells employers about you.



We help you write cover letters.



We prepare you for interviews.



We get you ready to start your employment.



Work experience is done for a short period of time.

It is usually for a few weeks or hours.

Volunteering



Volunteering is similar to work experience but can be for a longer period of time.

It can last a few months or more.



You can volunteer in lots of different ways.



Some ways you can volunteer are working in a shop, gardening, cleaning, catering or working in an office.

What is good about work experience and volunteering?



You can learn new skills.



You can get involved in your community.



It will help you make friends.



It helps you get ready for work.



Your manager can give you references for new jobs.

Apprenticeships



In apprenticeships you get training to learn new skills while you are working.



You will get paid for an apprenticeship.



You can do apprenticeships in things like art, teaching, business, farming and looking after animals.

Where can I find work?



You can find work on websites like Indeed and Reed.



You can talk to local employers about work.



If you would like support from Ready, Willing and Able please fill in our contact form on the website.



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