



resources for
**Young People
Looking for a Job**

01 – Not sure what kind of job you want yet?

Take the **ONET Interest Profiler** to learn about careers that might match your interests and skills: <https://www.mynextmove.org/explore/ip>

02 – Ready to create a new resume or update the one you already have?

CareerOneStop can help you build a resume that stands out to employers:
<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/WhyYouNeedAGreatResume/why-you-need-a-great-resume.aspx>

03 – Getting your ID for work

When you get hired, employers will ask for documents to prove your identity and that you can legally work.

See the **Illinois Secretary of State document requirements** here:
Illinois Secretary of State Document Requirements to Obtain a Driver's License/State ID Card (ilsos.gov):

https://www.ilsos.gov/content/dam/publications/pdf_publications/dsd_x173.pdf

Once you have your documents, schedule an appointment at a **DMV near you**:
<https://www.ilsos.gov/departments/drivers/appointments/home.html>



04 – Need a replacement Social Security Card?

You can create a **My Social Security account** and request a replacement card online:

<https://www.ssa.gov/myaccount/>

If you need to apply for your **first Social Security card**, you must provide documents that show your identity and work authorization status:

<https://www.ssa.gov/forms/ss-5.pdf>

05 – Need a copy of your birth certificate?

There are several ways to request one through the **Cook County Clerk's Office:**
Birth Certificates | Cook County Clerk (cookcountyclerkil.gov)

A **free birth certificate** may be available if you were born in Cook County and are:

- Experiencing homelessness
- Living in a domestic violence shelter
- Recently released from incarceration (within the last 90 days)
- Preparing to be released from IDOC or Cook County Jail

More information here:

<https://www.cookcountyclerkil.gov/vital-records/birth-death-records/birth-certificates>



06 – What should you wear to a job interview?

Not sure what's appropriate? Check out these tips:

<https://www.indeed.com/career-advice/interviewing/how-to-dress-for-a-job-interview>

07 – Transportation support for people with disabilities

If you have a disability, you may qualify for **free or reduced fares on CTA, Metra, or Pace.**

The **RTA Persons with Disabilities Ride Free Permit** allows eligible riders to travel at no cost on public transportation.

Apply here:

<https://www.rtachicago.org/riders/free-and-reduced-fare-programs>

08 – Interview Tips

Preparing for an interview can help you feel more confident and make a great first impression. Learn how to answer questions, talk about your skills, and show employers why you would be a great fit for the job.

Interview tips and preparation:

<https://www.dol.gov/general/jobs/interview-tips>

Additional interview advice and best practices:

<https://ung.edu/career-services/online-career-resources/interview-well/tips-for-a-successful-interview.php>



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09 – Common interview questions

Practice answering some of the most common questions employers ask during interviews:

<https://ca.indeed.com/career-advice/interviewing/interview-questions>