



Sure, finding a job

may seem easy. The paper has want ads. Friends and family can give you leads. You can even search for openings at online job sites.

So finding a job may not be a problem. Finding and choosing the **right job** after high school may be a little trickier.

Capabilities, Inc. has over 50 years of experience helping individuals find the job of their dreams. We can help you, too!



We'll make it a breeze to

Find a better job after high school

Make more \$

Get promoted

Gain respect from your boss & co-workers

Call us at **607-734-2006** and ask to speak to a youth specialist!



 **Capabilities, Inc.**
Building Employment Opportunities Since 1956

1149 Sullivan Street . Elmira, NY 14901
T: 607.734.2006 . F: 607.734.1514 . www.capabilities.org

You're Hired!



Which job will you choose?

How can you find the right job?

Capabilities, Inc. can help! First, we'll meet to review your job skills and areas of interest. Then we'll work together to create a customized job plan and to prepare you for employment.

Get Ready



Before we begin the job search, we'll **start with the basics:**

- Computer skills training
- Job trials
- Resume, cover and thank you letter creation
- Benefits planning and advisement services

Get Set



After you have a top-notch resume and have chosen several areas of interest, we'll help you **prepare for interviews:**

- Practice interviewing
- Job application assistance
- Job leads and job sources

Hired!



Once you are employed, we'll help you **make your job great:**

- Balancing personal & work demands
- On-the-job problem solving assistance
- Ongoing support
- Exploring career advancement opportunities
- Advocacy with employers on behalf of persons receiving services



Job Leads

We have strong relationships with hundreds of local businesses.

These businesses recognize us as a reliable source for employee referrals. Our connections make it easier for you to find the right job! Popular jobs include:

Cashier	Factory Worker
Construction Worker	Food Prep. Worker
Customer Service Rep.	Retail Salesperson
Day Care Worker	Security Guard

Trade/Technical School

Some careers require more education after high school, for example:

Art & Design	Computer Technology
Automotive	Law Enforcement
Beauty	Nursing/Health Care
Child Care	Plumbing

If you decide to continue your education, we can help you apply for school and financial aid. We can also help you advocate for the support services you may need to be successful.

"The staff at Capabilities helped me find a great job with good pay that I also really like!"

