



# Getting a Job

 **Tip:** Decide in advance what activities, if any, you want to assign from *Getting Ready to Work*.


Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

Select the  tab, on your toolbar. Find **GETTING READY TO WORK**.

## GETTING READY TO WORK

Do your research before you head out on the job hunt

- [Resume Builder](#)
- [Job Interview Practice](#)
- [Cover Letter Creator](#)
- [Thank-you Letter Builder](#)

Resume Builder-Go through 10 quick steps to creating your resume. You also can view sample résumés. Your finished resume can be saved in your portfolio too. Check out the  box.

Job Interview Practice-The questions are based on the type of job you are applying for. You can go through some frequently asked question to quiz yourself or each other. Practice as much as needed.

Cover Letter Creator-Here you can learn when to write a cover letter and what type to write. You can save these, too.

Thank-you Letter Builder- Here you can learn what to include in a thank-you letter. Samples are given for you to use as an example.

Jobs can be difficult to get and giving a good first impression can make a difference. This includes a sharp resume and practicing your job interview skills. You can also contact your local Job Service to see what jobs are available in your area.

Go back to your Tools Page.

Click on the Careers by Education badge to get more information about North Dakota's top careers.

Click on **Career Conversations** to hear real people talk about their jobs in North Dakota.