

Job & Career Guide

Building Skills for Employment & Career Success

Prepared by I&R CARES

Disclaimer

This guide provides general employment information and trusted career resources available in Ohio. Programs, eligibility requirements, and services may change over time. Please contact each organization directly for the most current information.

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Getting Started

Finding a job takes time and preparation. Start by identifying your skills, updating your resume, and applying for positions that match your experience and career goals. Don't hesitate to use free employment services available throughout Ohio.

Job Search Resources

OhioMeansJobs

OhioMeansJobs is Ohio's official employment website. It offers job listings, resume tools, career planning, training opportunities, and local career center services for job seekers.

Website: <https://ohiomeansjobs.ohio.gov>

Phone: 1-888-296-7541

OhioMeansJobs Career Centers

Local OhioMeansJobs Career Centers provide free assistance with job searches, resume writing, interview preparation, career counseling, and training referrals.

Website: <https://ohiomeansjobs.ohio.gov>

Career Training

Aspire Adult Education

Ohio Aspire offers free adult education classes, including GED preparation, English language learning, digital literacy, and workforce readiness.

Website: <https://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/Aspire>

Phone: Contact your local Aspire program.

Ohio Technical Centers

Ohio Technical Centers provide career and technical education programs in healthcare, manufacturing, information technology, skilled trades, transportation, and other in-demand careers.

Website: <https://education.ohio.gov>

Employment Support

Opportunities for Ohioans with Disabilities (OOD)

OOD helps eligible Ohioans with disabilities prepare for, find, and maintain employment through vocational rehabilitation, career counseling, job placement, and workplace support services.

Website: <https://ood.ohio.gov>

Phone: 1-800-282-4536

Ohio Department of Job and Family Services (ODJFS)

ODJFS provides workforce programs, unemployment assistance, employment services, and connections to local career resources.

Website: <https://jfs.ohio.gov>

Phone: 1-877-644-6562

Resume & Interview Tips

Resume Tips

- Keep your resume clear and easy to read.
- Include recent work experience and skills.
- Proofread for spelling and grammar.
- Update your contact information.

Interview Tips

- Arrive on time.
 - Dress professionally.
 - Bring copies of your resume.
 - Answer questions honestly and confidently.
 - Send a thank-you email after the interview.
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Helpful Checklist

Before applying for jobs, make sure you have:

- Updated resume
- Professional email address
- Government-issued photo ID

- Social Security card
 - References
 - Copies of certifications or licenses (if applicable)
 - Reliable transportation plan
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About I&R CARES

I&R CARES supports individuals on their journey toward independence by connecting them with employment resources, workforce programs, and community partners throughout Ohio. Stable employment is an important step toward long-term housing stability and financial independence.