

# Are You Prepared To Get A Job Online?

## Online Job Search Tips:

1. Have a working email account with a professional sounding name.
2. Have a thorough resume and know how to attach it to an email.
3. Know how to write an effective letter of intent for the job you want.
4. Know how to research jobs and apply online.
5. Have a working phone number and be able to schedule a face-to-face interview over the phone.
6. Practice interviewing so that you are comfortable.



### Follow Up Survey! Please Participate!

Someone from DOTS will be contacting you during the first two years after high school. We want to know how you are doing and can provide resources and information about how to further your education, get training, and searching for job openings in your area of interest!



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**DIVISION OF SPECIAL EDUCATION**

**Sharyn Howell**

Executive Director

Division of Special Education

**DISTRICT OFFICE OF TRANSITION SERVICES**

333 South Beaudry Ave., 17<sup>th</sup> Floor

Los Angeles, CA 90017

Phone: 213.241.8050

Fax: 213.241.8499

**Call DOTS Today!**

Students with disabilities who have completed or graduated from high school and/or their families should call DOTS today for more information about job search assistance, local facilities offering vocational training, and other opportunities to further your education.



District Office of Transition Services

### Our Mission Statement

The District Office of Transition Services is committed to empowering all students with disabilities, beginning at age 14, with the skills necessary to achieve their full potential in adult living, through support and collaboration with families, schools and communities.

Information to Help Make Important

# Life Choices

*For Young Adults with Disabilities*

**GLAD**

(The Greater Los Angeles District)



**Making Informed Decisions  
About Life After High School**

Los Angeles Unified School District

**SCHOOLS  
FOR ALL  
CHILDREN**



Division of Special Education

## Support and Job Search Assistance

The Department of Rehabilitation and other job search agencies provide support and job search assistance.

### Contact Information for:

#### **Department of Rehabilitation and Job Search Services**

##### **Greater Los Angeles District Office**

3333 Wilshire Blvd., Suite 200  
Los Angeles, CA 90010-4101  
(213) 736-3904 (Voice)  
(213) 736-3960 (TTY)

##### **East Los Angeles Branch**

1640 Marengo Street, Suite 500  
Los Angeles, CA 90033-1036  
(323) 223-2315 (Voice)  
(323) 224-6068 (TTY)

##### **Culver City Branch**

6125 Washington Blvd., Suite 200  
Culver City, CA 90232-7458  
(310) 559-6140

##### **City of Commerce Branch**

5400 E. Olympic Boulevard, Suite 200  
City of Commerce, CA 90022-5147  
(323) 720-4073 (Voice)  
(323) 721-5142 (TTY)

### **Job Search Services**

##### **Marriott Bridges**

600 Wilshire Blvd., Suite 1540  
Los Angeles, CA 90017  
(213) 347-0042  
(213) 623-3427 (TTY)  
(213) 623-2761 (Fax)

##### **Employment Development Department (EDD)**

[www.edd.ca.gov](http://www.edd.ca.gov)

##### **Work Source California**

[www.worksourcecalifornia.com](http://www.worksourcecalifornia.com)

## Vocational Training

Occupational and skills centers provide opportunities to take vocational education classes and earn job skill certificates, which look great on a resume!

### Contact Information for:

#### **Occupational and Skills Centers**

##### **Division of Adult and Career Education**

<http://adultinstruction.org>

##### **East Los Angeles Occupational Center**

2100 Marengo St.  
Los Angeles, CA 90033  
(323) 223-1283

##### **Friedman Occupation Center**

1646 S. Olive St.  
Los Angeles, CA 90015  
(213) 765-2400



## Post High School Education

Community colleges provide an opportunity to meet academic, technical and vocational goals. Enrollment does not require a high school diploma.

### Contact Information for:

#### **Community Colleges**

##### **Los Angeles Community Colleges**

<http://www.laccd.edu/>

##### **East Los Angeles Community College**

1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099  
(323) 265-8650  
<http://www.elac.edu/>

##### **Los Angeles Trade Technical College**

400 W. Washington Blvd.  
Los Angeles, CA 90015  
(213) 763-7000

##### **West Los Angeles College**

9000 Overland Avenue  
Culver City, CA 90230-3500  
(310) 287-4200  
<http://www.wlac.edu/>



**Make sure you sign up with the office of Disabled Student Services. They can assist in providing resources for a successful post-high school educational experience.**