



# Applying for a job

A guide for young  
people with disability





## What is covered in this fact sheet?

- What to include in a resume
- What to include in a cover letter
- Do you need to give evidence of disability to your employer?
- What to do in an interview

## Applying for a Job

**When you've found a job you want to apply for, you'll need to send the employer a few things so that they can decide if you're the right person for the role.**





## A resumé

**A resumé, sometimes called a CV, is a document that shows employers your skills, work experience (including when you started and ended each role) and your qualifications. It should also include your contact details.**

You can use the same resumé for all the jobs you apply to.

You may have a gap in your resumé from a time you couldn't work due to your disability.

You don't have to talk about this gap in your resumé, but it can be helpful to have an answer ready if you get interviewed. You might want to say 'I couldn't work because of my health, but I'm better now', or 'I couldn't work due to personal reasons'.



## A cover letter

**A cover letter is addressed to the person you're sending the application to and tells them why you want the job and why you are the best candidate.**

The position description will usually tell you what name to write the letter to, but if you don't know, you can contact the organisation and ask.

The position description will also include a list of the skills the organisation would like you to have. In your cover letter, you should give examples of how and where you have used each of these skills.

**If you want to disclose your disability to employers, doing it in your cover letter can be a great way to take control of your story.**

Employers might be focused on the barriers to working, but you can write about your strengths as a disabled person. These are different for everyone, but could include resilience, perseverance or lived experience.

Youth Central is a website by the Victorian Government that has lots of employment resources any young person will find helpful! You can find [resumé advice and templates here](#), and [cover letters here](#).

IncludeAbility talks about resúmes, cover letters and more in this [Easy Read resource](#).

# Evidence of Disability

You do not have to disclose that you have a disability, but there are some jobs that are only for people with disability.



Sometimes, you have to provide evidence of your disability when you apply. This is so the organisation can be sure they are hiring a disabled person, or to check that your type of disability is relevant to the job (for example, a blind person testing content accessibility with their screen reader).

This could be:

- a letter from a doctor or specialist
- a letter from Disability Employment Services

You can ask an employer if they need evidence of disability, and what evidence of disability they accept.





## Interviews

If the employer likes your resumé and cover letter, they will give you a job interview. In an interview, they will ask questions about you to make sure you're right for the job.

While your answers are important, there are plenty of ways to make a good impression in an interview, like:

- arriving five minutes early
- dressing in professional clothing
- asking them questions about the job or the organisation
- remembering the names of the interviewers
- making eye contact (or looking at the person's face)

Sometimes these are difficult for a person with disability to do and that's okay. The most important thing is to prepare as much as you can and try your best!

IncludeAbility has an [Easy Read resource about preparing for an interview](#).



## Ask for the adjustments you need

**Sometimes the job application process isn't accessible for everyone. If they don't ask, you may have to reach out and ask for adjustments yourself.**

These might include:

- submitting a video application rather than writing one
- getting job interview questions in advance
- having an Auslan interpreter or support person at your interview

# Know where to get support

Applying for jobs is a really big task. There's a lot of writing to do, and it's not easy to write about yourself.

Lots of people apply for jobs, and it's hard to get an interview. Unfortunately, some places won't even email you if you don't get an interview, which can cause stress and worry.

It's really important to reach out and get support if you need it. Maybe you need someone to help you identify your skills, or just someone to talk to when you're frustrated.

## Some places you can find support are:



family and friends



teachers or lecturers



online



career counsellors

You can also find a contact email or phone number for the job you're applying for if there's anything you don't understand.

## Helpful links

Here are some helpful links to learn more about disclosing your disability and your rights in the workplace.

### IncludeAbility Easy Read resources:

[Writing a resume and cover letter](#)

[Preparing for your interview](#)

### Youth Central Victoria resources:

[What is a cover letter, how to write a cover letter, sample cover letters](#)

[What is a resume, how to write a resume, sample resumes](#)

[How to choose your references](#)

# Disclaimer

CYDA's DREAM resources have been created to provide general information to employers and young people with disability who may be seeking employment. The content has been informed by a co-design process with employers and young people with disability. Funding for the project was provided by the Australian Government's Department of Social Services, as part of a Disability Youth Leadership Grant.

This fact sheet was current as of June 2024 and may not contain the most recent information and updates. Information is provided as a general guide and should not be considered legal or professional advice.

