Chapter 9 To Do List

- Fill in your Personal Data Form
- If you have never filled out an online application, have someone available to help you navigate; share this toolkit with them to help.
- Write down your login and password for each site that you create these for.
- Have your resume and cover letter template available to customize and include if requested by the employer.
- Check and double check application contents to make certain it is correct.
- Keep a record of all the online applications you complete.
- Read to build skills and take time to brush up on your math.

Quick Links to Resources

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Administration</td>
<td><a href="http://ssa.gov">ssa.gov</a> Located in the Menu under Social Security Number &amp; Card</td>
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</tbody>
</table>

Need Help?

The Westchester Library System offers workshops, resources, and one-to-one counseling to guide your job search and improve your interviewing skills. Find out more at [FirstFind.org](http://FirstFind.org).