



This step-by-step guide will help you:
Qajeelfama kana hordufuun


- | | |
|---|--|
| <ul style="list-style-type: none">• Get ready to apply for jobs online;• Search and apply for jobs on the internet; and• Use email to communicate with employers. | <ul style="list-style-type: none">• Interneetaan hojii barbaaduuf isin qopheessa• kara e-meelii akka warra qacaran waliin wal-quunnamtan isin godha |
|---|--|

The last page of this handbook is a “glossary,” a list of important words that you will need to understand for the application process. There are simple definitions in the glossary for each word marked with an *asterisk*(*).

Jechootni ‘asteriskiin’ (*) kennaman hiikni isaanii dhuma irratti kennameera

We hope that you will keep this handbook as a tool for current and future job search.

Qajeelfama kana hordofuun carraawwan hojii ammas ta’e gara fuula duraatti banamaniif iyyata galfachuuf akka isin gargaaru abdii qabna.

Good luck! Carraa Gaarii		
		

A project of the City of Seattle in partnership with Asian Counseling and Referral Service and Neighborhood House.

Projektiin magaala siyaatil kun kan qophaa’ee walii galtee ‘Asian Counseling and Referral Service and Neighborhood House’ waliin godhameen.

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BEFORE YOU START

Utuu Hinjalqabin Dura

1. **Set up an email account.** You can set up a free email account at many different websites, including:

Websaytii armaan gaditti kennaman keessaa tokko filachuun 'e-mail'ii banadhaa.

- Yahoo! (<http://www.mail.yahoo.com>),
- Google (find the *link** to "Gmail" at <http://www.google.com>),
- Hotmail (<http://www.hotmail.com>).

You can send, receive, and store messages from an email account.

For help setting up an email account, see this handbook's section, "SETTING UP AN ACCOUNT OR PROFILE."

'e-mail'iidhaan yaada keessan erguu, kan namni isiiniff erge dubbisuu akkasumas ergaa kamiin iyyuu akka hinbadne gootanii komptara irra kaa'achuu ni dandeessu

2. **Gather all of the information you need.**

Odeeffannoo barbaaddan hundumaa walitti qabadhaa

Personal information. This is your full name, address, and telephone number.

- * kan dhuunfaa: kun maqaa guutummaa, teessoo fi telefoona of keessatti qabaata

TIP: If you do not have a permanent address where you can get paper mail, find someone who can receive mail for you, or set up a post office box at your local post office. Also, if you have no telephone or *voicemail*,* you can set up free voicemail through Laser Voicemail (<http://laservoicemail.tripod.com>) or another free voicemail service.

Hubachiisa

Teessoo kan ofii keessanii yoo hinqabaannee kan nama beektaniitti fayyadamuu yookaa saanduqa poostaa kireeffachuu nidandeessu. Telefoonas yoo hinqabaanne maachina ergaa fuudhu (voice mail receiver) kara 'Laser Voicemail (<http://laservoicemail.tripod.com>) kkf.. argachuu dandeessu.

- **Employment history.** Company names, addresses, and phone numbers of past employers and the dates you worked for them. You will also need names of supervisors. If you have little relevant work experience, include volunteer and unpaid work (like homemaking, childcare, or care of the elderly).

* Muuxannoo hojii

Maqaa lafa hojetaa turtanii, teessoo, telefoona fi guyaa kamii jalqabdani yoom akka dhaabdani fi maqaa itti gaafatamaa keessanii of keessaa qaba. Yoo muuxannoo hoojii hin qabaanne gargaarsa kafaltii malee gootan (voluntary service) kan akka hojii mana keessaa, ijoollee guddusuu fi jaarrolee eeguu itti dabaluu dandeessu.

- **Educational history.** How many years of schooling you finished, the names of the schools, and when you attended. Include any degrees, diplomas, licenses, or certificates earned.

*** Sadarkaa barumsaa**

Barumsaa eessaan akka geessan, maqaa mana barumsaa fi yoom akka barattan qabaachuurra darbee digiriiwwan, dipiloomaaf sartifikeeta fudhatan of keessatti qabaata.

- **Criminal history.** If you have a *criminal history*,* it is important to know when the crime happened, and whether you were *arrested** or *convicted** of a crime. If you have a criminal record, please see this handbook’s section, “Criminal history.” NOTE: Parking and traffic tickets are not criminal convictions.

***Yakkarraa walaba ta’uu**

Kana dura yakkamaa taataniittu yoo ta’e waa’ee isaa gad-fageenyaan ibsuun barbaachisaadha. Kana jechuun yakki keessan maal akka ta’e, yoo hidhamtaniittu ta’e yoom akka ta’e ibsuun dirqama. Hubachiisa: Tikeetni traafikaa fi parking yakka himatamu miti.

- **References.** Most employers ask for three (3) references. The best references are “professional” references.
 - Professional references: Supervisors, managers, owners, co-workers, or clients.
 - Personal references: People who can speak about your character. They can be friends, landlords, teachers, or community members.

*** Wabii**

Waajirooleen baayyeen utuu hojii nama hinkennin dura wabiiwwan sadii barbaadu. Wabiiwwan fudhatama namaaf argamsiisan

- a. Kan lafa hojiitti nubekaan: Itti gaafatamaa, bulchiinsa, kan nu-waliin hojetanii fi tajaajilamtoota.
- b. Kan nubekaan: Hiriya, kan mana nuuf kireessan, barsiisota keenyaa fi jaasolii dabalata.

TIP: Your references should be easy to reach by phone, be able to say good things about you, and speak English well. Call your references and make sure they can recommend you before you list them.

Hubachiisa

Wabiin keessan namoota salphaatti bilbilan argaman ta’uurra darbanii afaan Ingiliziitiin waa’ee keessan waan gaarii dubbachuu kan danda’an ta’uutu irra jiraata. Namoota wabii isiniif ta’an duraandursitanii itti haasa’uun barbaachisaadha.

3. Prepare your résumé, cover letter, and sample application before you apply.

- **Résumé.** Your résumé should list all of your skills and experiences that are related to the job you want. This list can include employment experience; education and special training; special skills you have and languages you speak. For more help on writing your résumé, please visit the WorkSource website at <http://go2worksource.com> and *select** the link “Résumé Help.”

Rezuume , waraqaa iyyannoo fi xalayaa waa’ee keessan ibsu qopheessaa

* Rezuume: kun waraqaa dandeettii fi muuxannoo keessan ibsudha. Itti dabalees sadarkaa barumsaa fi dandeetti afaanii of keessaa qaba. Kana ilaalchisee odeeffannoo dabalataaf gara Web saayitii (workSource <http://go2worksource.com>) dhaquun ‘resume help’ kan jedhu irrati klik godha.

- **Cover letter.** Most online job applications do not ask for a *cover letter*.* If you would like more information on how to write a cover letter, there are many resources online. For example, visit About.com, http://esl.about.com/library/business/bl_jobs_find.htm, http://jobsearch.about.com/od/coverletters/Cover_Letters.htm; The Owl at Purdue, <http://owl.english.purdue.edu/owl/resource/549/01/>; and Job Star, <http://jobstar.org/tools/resume/cletters.php#Good>)

*Xalayaa waa'ee keessan ibsu: Hojiiwwan Interneetaan barbaadaman baayyeen isaanii xalayaa kan hin gaafatan. Garuu xalayaa kana akk itti barreessan gargaarsa yoo feetan websaayitii armaan gadii ilaala.

About.com, http://esl.about.com/library/business/bl_jobs_find.htm, http://jobsearch.about.com/od/coverletters/Cover_Letters.htm; Owl at Purdue, <http://owl.english.purdue.edu/owl/resource/549/01/>; Job Star, <http://jobstar.org/tools/resume/cletters.php#Good>)

TIP: Do NOT put the following information on a cover letter or résumé: (1) marital status; (2) date of birth; (3) sex or gender; (4) age; (5) hobbies; (6) immigration entry date or status; or (7) pictures; (8) references; (9) religious beliefs. Also, never put Social Security Numbers or banking information on a résumé (see the “Identity theft” section of this handbook).

Hubachiisa: Odeefaannoowwan armaan gadii waraqaa deggersaa fi rezumeerratti kennuun barbaachisaa miti.

* haala gaa'laa, guyyaa dhalootaa, saala, umurii, fedha garaa garaa, sadarkaa yookaa haala viszaa, suura, wabiiwwaniin fi haala amantii. Itti dabalees lakoofsa 'social security' fi waa'ee baankii keessanii kennun gonkumaa barbaachisaa miti. Kana ilaalchisee kutaa 'identity theft' jedhu ilaalaa.

- **Sample application.** It is helpful to prepare a sample, paper application before you start. You can find and print a sample application at the Quint Careers website, http://www.quintcareers.com/employment_application.pdf. Have someone who speaks English help you with spelling and grammar.
- *Iyyata barreessuu shaakaluu (Sample application)
- Iyyata barreessuu shaakaluuf websaayitii , http://www.quintcareers.com/employment_application.pdf kana ilaalaa

4. Leave yourself an hour or more to finish each application.

* **Yeroo:** Iyyata galfatan xumuruuf yoo xinnaate saatii tokko hambifadhaa

5. Take good notes to help you remember where and when you applied for jobs.

Include *usernames** and *passwords** in your notes. Example:

***Yaadannoo:** Eessaa fi yoom akka iyyata hojii galfattan yaadannoo qabadhaa. Maqaa itti fayyadamtan (user name) fi 'password'ii sirriitti galmeefadha. Fakkeenyaaf:

Employer & Date of Application	Position	Username (agent, profile name)	Password	Responses & Comments
Hilton Hotels 4/26/2008	Receptionist	Annielee	Squid456#	No response
Swedish Medical Centers 4/26/2008	Administrative Assistant	annielee1	Squid456	Yes. Emailed confirmation of application on 4/26/2008.
University of Washington 4/28/2008	Clerical	Annie_lee	Squid456#1	Yes. Emailed confirmation of application on 4/26/2008. Interview on 5/12/2008.

Waajira qacaruu fi guyyaa iyyannaa	Iddoo banamaa	Maqaa USERNAME (agent, profile name)	PASSWORD	Yaada (RESPONSES & COMMENTS)
Hilton Hotels 4/26/2008	Keesumsiiftuu	Annielee	Squid456#	Yaadai hinjiru
Swedish Medical Centers 4/26/2008	Gargaaraa/tu bulchiinsaa	annielee1	Squid456	Deebiin 'e-mail'ii godhameera 4/26/2008.
University of Washington 4/28/2008	Hojetaa biiroo	Annie_lee	Squid456#1	Debiin 'e-mail'ii godhameera

SEARCHING FOR JOBS AND APPLICATIONS ONLINE

Intarneeta irratti hojii barbaadanii iyyata galfachuu

1. **Job search websites.** Some helpful job search websites are <http://www.go2worksource.com> ; <http://www.monster.com> ; <http://www.quintcareers.com> ; <http://www.truecareers.com> ; <http://hotjobs.yahoo.com> ; <http://seattle.craigslist.org>, and there are many more. Most of these websites let you search by the city, state, and type of job you want. For help deciding which job categories interest you see the “Top 10 Quintessential Jobs” link on the QuintCareers.com website at <http://www.quintcareers.com>.

Websaayitiiwwan hojiin irratti ba’an keessaa: <http://www.go2worksource.com> ; <http://www.monster.com> ; <http://www.quintcareers.com> ; <http://www.truecareers.com> ; <http://hotjobs.yahoo.com> ; <http://seattle.craigslist.org>, kkf. Steeta, magaalaa fi akaakuu hojiitiin barbaaduu nidanddeessu. Hojiin fedha keessanii isa kam akka ta’e baruudhaaf, “Top 10 Quintessential Jobs” link on the QuintCareers.com website at <http://www.quintcareers.com> kanaan ilaaluu dandeessu.

2. **Specific employer websites.** Many companies let you apply for jobs right on their websites. For example, you can search on the City of Seattle website at <http://www.seattle.gov/jobs>. Click on the “HOT JOBS” button at the lower right corner.

Websaayitii waajiroolee : Waajirooleen tokko tokko websaayitii isaaniirratti iyyannoo hojii akka namni guutu ni godhu. Fakkeenyaaf Buulchiinsi Magaalaa Siyaatila taajajila kana websaayitii <http://www.seattle.gov/jobs>. irratti kenna. ‘Hot Jobs’ kan jedhu gara mirgaarra isa jirurratti kilikii gochuun beeksisa hojii jiruu ilaaluu nidanddeessu.

SEATTLE.GOV City Services Departments Staff Directory About Seattle.gov City Contacts

SEARCH: Go

Seattle.gov This Department

Career Center Home About Us Contact Us

Building Your Career and Your Community City of Seattle Personnel Department

How to Apply

- Job Openings
- Create Account or Log In
- New To Our Site?
- Tips How to Apply Online
- Frequently Asked Questions
- Quick Resume and Cover Letter Tips
- Application Guide for City Employees
- Application Guide for External Applicants

Important Note

Passwords: Passwords must have a minimum of 8 characters. For more password information, including how to retrieve a forgotten password, click [Frequently Asked Questions](#) on the left.

HOT JOBS

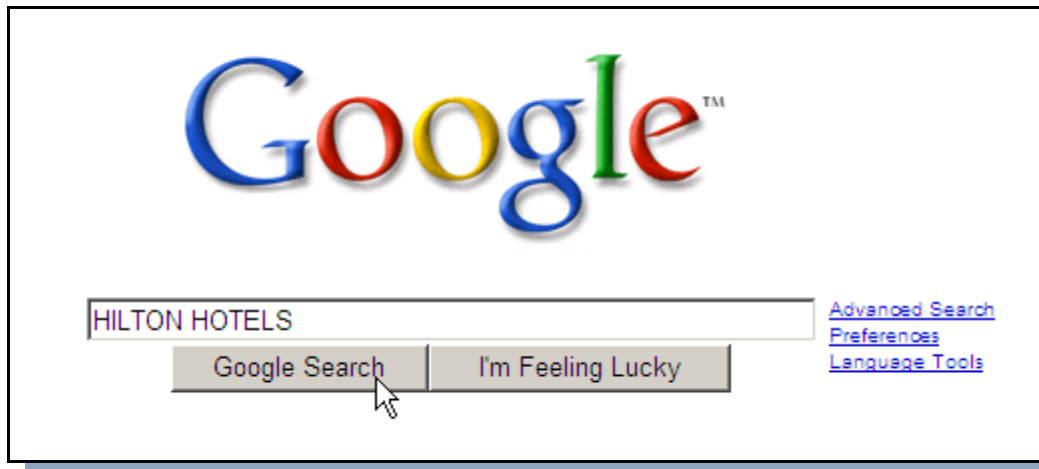
Police Officer seattlepolicejobs.com

The City of Seattle - Employment Building Your Career and Your Community

The City of Seattle offers an amazing array of career opportunities, with more than 1100 job titles and 26 operating departments to choose from. The nearly 10,000 employees of the

You can find a company's *home page** by searching online. Common *search engines** are Google (<http://www.google.com>) & Yahoo! (<http://www.yahoo.com>). Here is an example of how you might search for Hilton Hotels.

Kallattii (home page) websaayitii waajjiroolee garaa garaa Interneetarraa ilaauu ni danddeessu. Kunis kan akka Google (<http://www.google.com>) fi Yahoo! (<http://www.yahoo.com>) itti fayadamuun ta'a. Fakkenyaaf hoteela Hiltonitti iyyata galfachuuf:



The search result will look like the list below. You will notice the "Hilton Worldwide Home Page" is a few selections down from the top.

Web [Images](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) [Sign in](#)

Google™ [Advanced Search](#)
[Preferences](#)

Web [News](#) Results 1 - 10 of about 2,790,000 for [HILTON HOTELS](#). (0.42 seconds)

Hilton.com Official Site Sponsored Link
www.hilton.com Book direct on Hilton.com For Our Best Rates, Guaranteed.

Hilton Hotels at Amazon Sponsored Links
Millions of titles, new & used.
Free 2-Day Shipping w/Amazon Prime!
Amazon.com/books

Hotels by Hilton - Hotel Reservations, Deals, and Room Rates
Find and book **hotel** rooms online at the official site of Hilton brand hotels. Research **hotel** locations worldwide, and browse **hotel** deals worldwide.
www1.hilton.com/ - 87k - [Cached](#) - [Similar pages](#)

[Reservations](#) [Resorts & Spas](#)
[Employment](#) [Specials & Packages](#)
[Hampton Hotels Reservations](#) [Honors Reservations](#)
[Login Page](#)

[More results from hilton.com »](#)

Hilton Family of Brands
The US Olympics and Hilton share many of the same core values. ... All Hilton Family Hotels, Conrad Hotels & Resorts, Doubletree, Embassy Suites Hotels ...
www1.hilton.com/en_US/ww/fob/index.do - 82k - [Cached](#) - [Similar pages](#)

Hilton Worldwide Home Page
Hilton Hotels Corporation is recognized internationally as a preeminent hospitality company.
About Us · Corporate History · Management Services ...
hiltonworldwide1.hilton.com/ - 16k - [Cached](#) - [Similar pages](#)

News results for HILTON HOTELS

[Marriott. Hilton planning new hotels](#) - Dec 29, 2008
Lima, Peru newspaper El Comercio is reporting that several hotel chains, including Marriott

3. **Local and national newspapers.** You can search for jobs from newspaper websites. The Seattle Times website links to the NW Jobs website at <http://marketplace.nwsourc.com/jobs>. You can also search at the Seattle Weekly at <http://www.seattleweekly.com>.

Gazexaawwan naannoo fi kan biyyoolessaa

Gazexewwan ‘Seattle Times’ fi ‘Seattle Post Intelligencer’ jedhaman Websaayitii ‘NW Jobs’ jedhurratti ni argamu. Innis <http://marketplace.nwsourc.com/jobs>. ‘Seattle Weekly’ gazexaan jedhu websaayitii <http://www.seattleweekly.com> irratti ni argama.

4. **Finding job applications on websites.** When you go to a specific company or organization’s website, there should be a link to the “careers,” “jobs,” or “employment” page. The link may be in very small type at the top or the bottom of the home page. It may look like this:

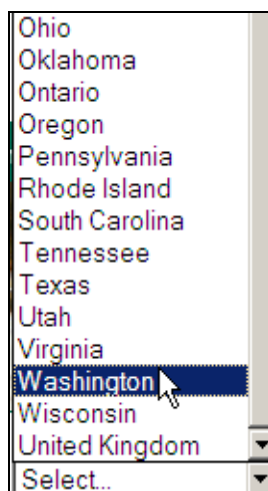
Iyyata hojii websaayitiiwwan irratti argachuu

Yeroo websaayitii wajjiroota garaagaraa ilaaltan kallatti hojii bana(careers) jedhu ni argitu. Fakkeenyaaf



5. **Drop-down menus.** You can search for jobs by location and job category on the careers page. Most websites use drop-down menus to help you search for jobs (see picture below). For example, to select a state from a drop-down menu like the one pictured below, click the left button of your *mouse** on the arrow to the right of “Select.” This opens the menu and you can use your mouse to select a state. *Highlight** a state and click again on the left button of your mouse.

Filannoowwan jiran keessaa filachuu. Fakeenyaaf



Drop-down menus may allow you to search by *keywords*, *like “nursing,” “clerical,” or “construction,” for example.

Filannoon akaakuu hojiis ni dabalata. Fakkeenyaaf Narsummaa, Injinarummaa...

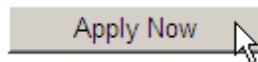
6. **Maps and pictures.** Some websites use maps or pictures to help you search for jobs in a particular city, state, or country. Click once on the left button of your mouse on the picture or part of the map where you want to work.

Suuraawwanii fi kartaa

Websaaytiin tokko tokko suuraawwanii fi kaartawwan Steetaa, magaalaa fi biyyaa ni kennu. Isinis, biyya ykn Steeta barbaaddanirrati klik gochuun hojii barbaaduu dandeessu.

7. **Beginning your application.** To begin filling out an application or *profile*,* you may have to select a button that says “Apply Now.”

Iyyata galfachuu. Kana jalqabuun dura ‘Register’ ykn ‘Apply Now’ kan jedhu keessaa tokko filachuu qabdu.



SETTING UP AN ACCOUNT OR PROFILE

Akkaawontii Banachuu

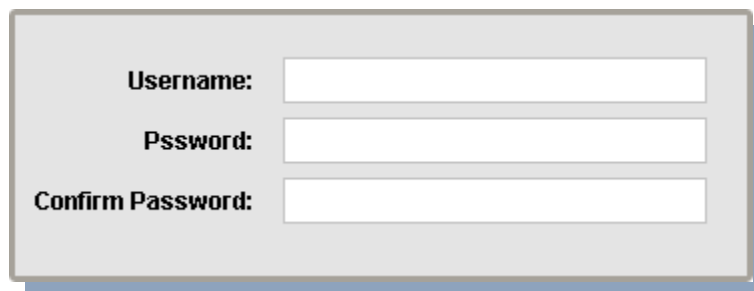
1. **Account.** Usually, job search, company, and email websites have users create an *account*.* They may call this account by another name like *profile*,* *agent*,* or *login name*,* or you may have to click on a link that says *register*.* You will have to create a *password** too. If you create an account, the website will keep your basic information, and you will not have to type it again.

Yeroo baayyee websaayitiiwwan garaagaraa akkaawontii mataa keessanii akka banattan isin gaafatu. Akkaawontiin kunis 'pass word' iin kan hidhame ta'uu qaba.

2. **Username and Password.** Different websites ask for different combinations of numbers, letters, and symbols (like *, #, &) for usernames and passwords. If possible, use the same or similar username and password at each website.

Maqaa itti fayyadamaa(user name) fi 'password.

Wajirooleen garaagaraa maqaan itti fayyadamaa lakkoofsa fi mallattoolee garaa garaa of keessaa akka qabaatu akkeekkachiisu. Yoo dandaa'ame akkaawontii hundaaf maqaa itti fayyadamaa tokkoo fayyadamuun gaariidha. Fakkeenyaaf



The image shows a registration form with three input fields. The first field is labeled 'Username:', the second is labeled 'Pssword:', and the third is labeled 'Confirm Password:'. Each label is followed by a white rectangular input box. The form is set against a light gray background with a blue border.

USERNAMES:

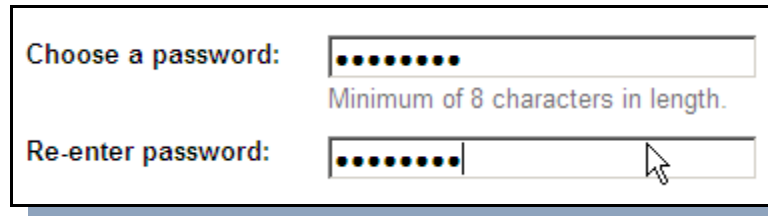
Maqaa itti fayyadamaa(username):

- o Should be easy for you to remember, for example, all or part of your name or a pet's name.
Kan salphaatti yaadattan ta'uu qaba. Fakkeenyaaf maqaa keessan ykn kan waan jaallattanii
- o Can use numbers, letters, and symbols.
Lakkoofsa, mallattoo fi Qubeewwan of keessaa qabaachuu ni mala

• PASSWORDS:

- o Should be secret and difficult for other people to guess.
akka icitiitti eegamuu qaba. Namni kan biraan kan hin beekne ta'uu mala.
- o NEVER use any part of your name, your birth date, or social security number.
Maqaa, guyyaa dhalootaa fi lakoofta soshal sekuritii keessan fayyadamuun filatamaa miti.
- o If possible, use a combination of numbers, letters, and symbols.
'password' ii keessan of eeggannoon barreessaa.

- Enter your password carefully. You will not see the letters and numbers you type—you will only see dots. You cannot see any mistakes you make.
'Pssword'iin yeroo baayyee si'a lama barreeffama.
- When you create a username and password, usually you will have to enter the password twice. A website will not accept your password unless you type it exactly the same in both *fields*.
Fakkeenyaaf



The image shows a screenshot of a password creation form. It contains two input fields. The first field is labeled "Choose a password:" and contains eight black dots. Below this field is a blue text message that reads "Minimum of 8 characters in length." The second field is labeled "Re-enter password:" and also contains eight black dots. A mouse cursor is positioned over the right side of the second field. The entire form is enclosed in a black rectangular border.

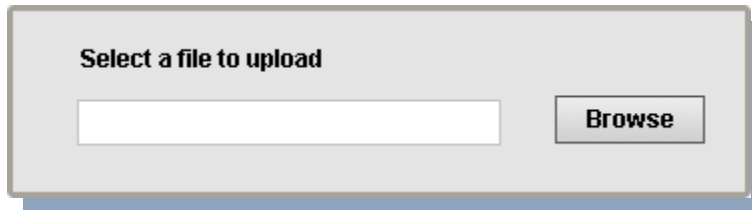
- If you use capital letters when you create your password, you will have to type it the same way every time you *log in*.
yoo qubee guddaa faayyadamtan, akka hinirraanfanne. Yeroo hundumaa yaadannoo qabachuun barbbaachisaadha.
-
- Be careful to avoid selecting the “Caps Lock” key on your keyboard.
- Remember to take notes.

UPLOADING RÉSUMÉ AND COVER LETTER

Rezume fi xalayaa iyyataa iyyannoo hojii waliin walqabsiisuu

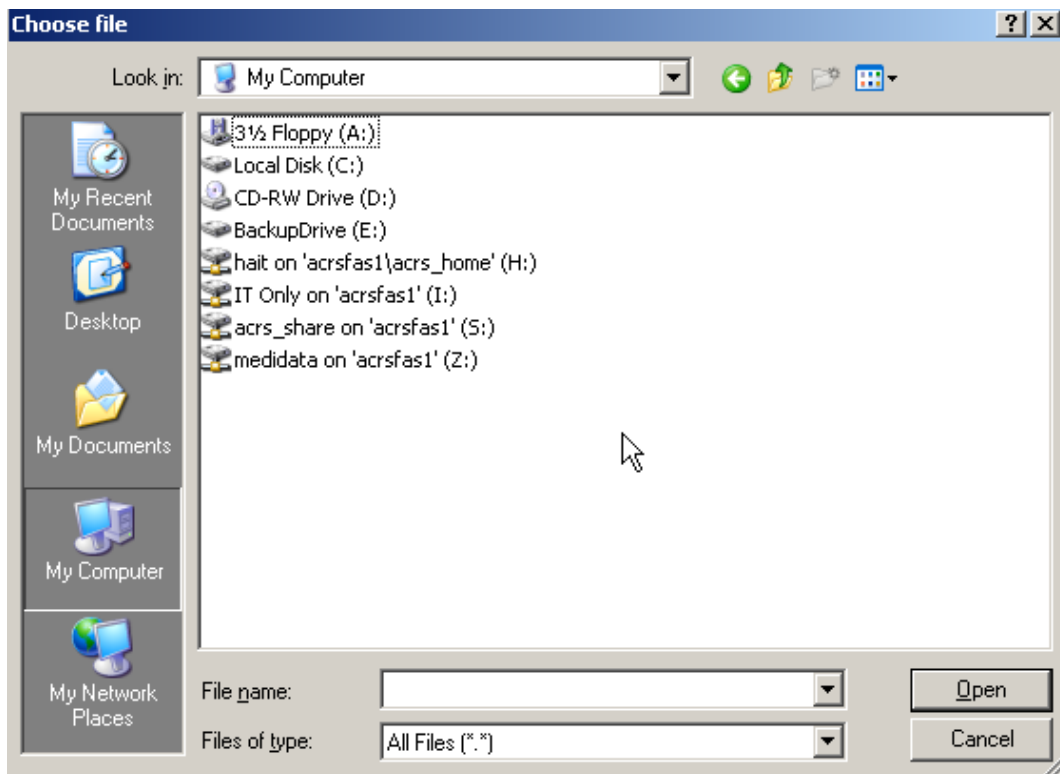
1. **Browse buttons.** When a website asks you to *upload* your résumé, it shows you a *browse* button. Browse buttons look like this:

Xalayaa keessan jechu 'browse' jedhuun kompiitara keessaa argachuu ni danddeessu. Fakkeenyaaf



When you click on the left button of your mouse on the browse button, a window appears with a drop down-menu. The drop-down should be labeled "Look in." Click on the location of your résumé or other document.

Yeroo 'browse' jecha jedhurratti kliki gootan filannoo baayyee isinif kenna. Achii boodee mata duree xalayaa keessanii irratti kilik godhaa.



2. **Copy and paste.** Some websites do not let you upload a résumé. Instead, you must type the information from your résumé into special fields. Typing all of your information can take a lot of time; so if possible, copy and paste the information directly from your résumé. Follow these directions to copy and paste:
xalayaa kooppii godhanii iddoo kennametti akka mullatu godhoo(paste) kana gochuudaaf

- a. Highlight the text you want to copy by holding down the left button on your mouse at the beginning of the text you want to copy. *Drag** the mouse along until you reach the end of the text. Release the left button. The text you want to copy should be highlighted.

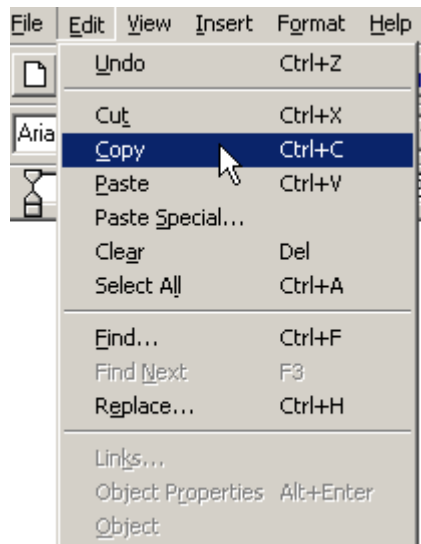
Xalayyaa kooppii gochuu barbaaddan irratti kilik gochuudhaan filadhaa.

- b. Click **Edit** on the *toolbar** of your word processing or text only program. This opens the Edit menu.

'Edit' kan jedhu irratti kilik gochuun 'copy' kan jedhu irratti ammas kilik godha.

- c. Scroll down and click on **Copy**.

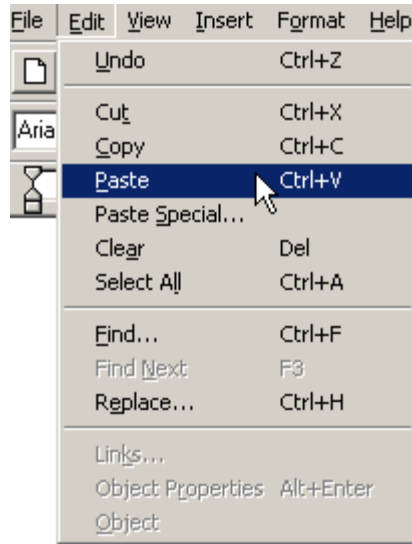
lafa itti xalayyaa keessan maxxansuu barbbaaddan irratti kilik gochuun ammas 'Edit' kan jedhu keessa seentanii 'paste' isa jedhurratti kilik godha.



- d. Go to the website where you want to paste your information, and place the *cursor** in the right field (or *text box**) by clicking on the left button one time.

lafa itti xalayyaa keessan maxxansuu barbbaaddan irratti kilik gochuun ammas 'Edit' kan jedhu keessa seentanii 'paste' isa jedhurratti kilik godha.

- e. Again, click **Edit** on the *toolbar** of your word processing or text only program.
- f. Scroll down to **Paste** and click on the left button.



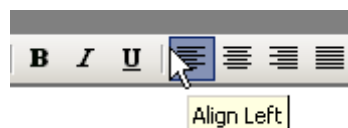
The text you wanted to copy should appear in the field. Read the text carefully and correct any errors.

Kana booda, xalyicharra deeb'aatii dubbisaa. Dogoggora yoo qabaates sirreessaa.

3. **Simple format.** You should create your résumé in the simplest *format** so any employer can open it with any web *browser** or *operating system*.* Follow these suggestions to create a résumé in a simple, easily scanned format.

Yeroo xalayaa keessan ergitan salphaatti banamuu akka danda'u godhaatii ergaa. Kana gochuudhaaf gabxiilee armaan gaditti kennaman ilaalaa.

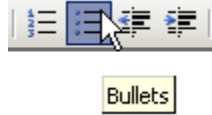
- Open your résumé in your word processor program, like Microsoft Word.
Rezuumeess kessan 'microsoft word' irratti banaa
- Use a simple, even *font** like Courier.
Guddinni qubeewwanii (font size) salphaa kan ta'e 'caurier' isa jedhutti fayyadamaa.
- Do NOT use "tabs."
'Tab' –tti hinfayyadaminaa
- Do NOT "indent" (by hitting the space bar or "Tab") or "center" your text. Keep all lines justified to the left of the paper (see below).
sararaan hundi wal-haa qixaatu.



- Do NOT use **bold**, *italics*, or underlining. Use ALL CAPS for emphasis.
guddaa (bold), aytaaliiksii(Italiiks) hinfayyadaminaa. Jalas hinsararinaa.

- f. Do NOT use automated bullets or lists (see below).

Tuqaalee gaggabaaboo mallattoowwan (*), (-), (+) kana jalqabarratti fayyadamuun ibsaa.



Instead, use asterisks (*), hyphens (-), or plus signs (+) to create a bullet style list.

- g. Save your document in two different formats: (a) Rich Text; and (b) Plain Text. For example: Go to the “File” drop-down menu and find “Save As.” Save a version of your document as “TEXT ONLY” or “Plain Text.” Now you can open the document in Notepad or another plain text program.

Xalayaa keessan karaa lama kompiitara keessaa akka hinbadne (save) godhaa. Isaanis karaa ‘Rich Text’ fi ‘ Plain Text’ti.

- h. Close your document and open it again in “Notepad” or another plain text program. Check to make sure it looks right.

Kompiitara keessan cufaatii debisaa banaa. Waanti hundi sirrii akka ta’e ilaalaa.

- i. Save any changes you made.

jijjiirrama gootan hundumaa akka hinbadne godhaa.

See the WorkSource website for more information on “scannable” résumés. <http://www.go2worksource.com> (select *résumé help*).

Yaada dabalataaf websaayitii <http://www.go2worksource.com> kana ilaalaa. Rezuumeen keessan kan ijaaf tolu yoo ta’e nifilatama.

TIP: Use a more attractive résumé format to bring to interviews.

COMMON ONLINE APPLICATION QUESTIONS

Gaaffiiwwan Dhiyaatan

- 1. Personal information.** Most online job applications ask you to fill out personal, employment, and education information. Take special care to protect your personal information.
Odeeffannoo dhuunfaa. Kun muuxannoo jiruu fi sadarkaa barnootaa dabalata.
- 2. Educate yourself about identity theft!** Identity theft is a risk when you post your information online. It includes crimes like someone using your social security number so they can work, using your credit card information to buy goods without your permission, or using other aspects of your identity to commit crimes. For more detailed advice on protecting yourself from identity theft, see one of the nonprofit identity theft websites like World Privacy Forum (<http://www.worldprivacyforum.org/jobscams.html>) or Privacy Rights Clearinghouse (<http://www.privacyrights.org/identity.htm>).

Odeeffannoon keessan akka hinhatamne of eeggadhaa. Kana jechuun namni kan biraan waa'ee keessan baree(lakkoofsa sooshaal sekuritii keessanii fudhatee) yeroo waa gochuu yaadu jechuudha. Yaada dabalataaf websaayitiiwwan (<http://www.worldprivacyforum.org/jobscams.html>) fi(<http://www.privacyrights.org/identity.htm>) kana ilaalaa.

- 3. Short answer questions.** Some applications require you to write in sentences. If they do, keep your answers short and professional. Here are a few examples of possible questions and answers:

Gaaffiiwwan gaggabaaboo

Yoo deebii kessan himaan deebisaa jedhamtanii, hima gaggabaabaa fayyadamaa. Fakkeenyaaf

Q: Why do you want to work for our company? (Grocery Store)

Gaaffii: Waajjira kanaa maaliif hojochuu barbbaadde? (Grocery Store)

A: I want to work for your company because I respect the quality of food that you sell, and I like the friendly atmosphere of your stores.

Deebii: Sababiin isaa qulqullina qodaa keessaniirra darbee haalli isin ittiin nama keesumsiifan bayeessa waan ta'eef.

Q: What qualities make you the right person for this job? (Produce Worker)

Gaaffii: Hojii kanaaf nama filatamaa maaltu sitaasisa?

A: I am the right person for this job because I worked at a fruit and vegetable store for two years in my home country, I love fresh produce, and I enjoy helping people choose healthy foods for their families. I also enjoy working on my own and as part of a team.

Deebii: Sababiin isaa hojii walfakkaataa ta'een biyya kootti muuxannoo waggaa lamaa qabaachuu koorra darbee nama gargaargaruu waanan jaalladhuufidha. Itti dabalees, namootaa wajjin garee keessa galee hojichuu nanjaalladha.

Hubachiisa: Waanan maallaqa barbaadeeffan hojedha akka hinjenne.

TIP: You should never put personal statements like “I need this job because my landlord just raised my rent,” or “My husband still lives in my home country, so I need to work to support my family.”

4. Reason for leaving your former job. After you type your employment history, some applications ask for your “reason for leaving” a job. Keep your answers short, positive, and honest. Do not try to explain everything.

Sababii hojii isa duraan hojichaa turtan dhiiftaniif Gaaffi kanaaf deebiin keessan gabaabaa fi qajeelaa haa ta'u

DO USE POSITIVE PHRASES:	DO NOT USE NEGATIVE PHRASES:
<ul style="list-style-type: none"> • Wanted a more challenging job • Wanted a job with more responsibility • Work was seasonal • Wanted a career change • Needed permanent full-time work • Lack of work 	<ul style="list-style-type: none"> • Quit • Fired • Job was too dirty. • Laid-off • Not enough pay • Too far away • Work was too hard

Kana fayyadamaa	Kana hinfayyadaminaa
<ul style="list-style-type: none"> • Muuxannoo koo hojirra oolchuun barbaada • Itti gaafatamummaa fudhachuun fedha • Hojichi yeroodhaaf ture • Beekumsa dabalachuun fedha • Hojii dhaabbataan fedha • Waanti hojjetamu hinturre 	<ul style="list-style-type: none"> • Nangadhiise • Na ari'ani • Hojichi jibbisiisaa ture. • Hojiidhaa nabaasan • Baayyee namaa hin kaffalan • Baayyee narraa fagaata ture • Baayyee ulfaata ture

- 5. Educate yourself about discrimination.** In King County, an employer cannot discriminate against you based on race, color, religion, *disability**, sex, national origin, sexual orientation, marital status, parental status, Section 8 housing subsidy, ancestry, retaliation or age. Also employers can only ask certain kinds of questions concerning disabilities or criminal history in the *job application process* (pre-employment). For examples of fair and unfair interview and application questions, see the Washington Administrative Code, WAC §162-12-140 (find these regulations at <http://www.leg.wa.gov/legislature>).

Qooddiin addaa addaa akka jiru hubadhaa.

Kun bifa, sanyiin, haala qaamaa fi saalarratti hundaa’uun nama qooduu yeroo ta’u ballinaan hubachuuf gara websaayitii (<http://www.leg.wa.gov/legislature>) kana dhaqaatii dubbisaa.

- **Disabilities.** For more information about discrimination based on disabilities and “reasonable accommodations,” contact Washington Protection and Advocacy System, <http://www.wpas-rights.org/>, 1-800-562-2702 (TTY 1-800-905-0209), or the Equal Employment Opportunity Commission of Seattle, <http://www.eeoc.gov/seattle/index.html>, 1-800-669-4000.

Haala Fayyaa(Disabilities) Qooddii haala fayyaarratti hundaa’e kana ballinaan hubachuuf , <http://www.wpas-rights.org/>, 1-800-562-2702 (TTY 1-800-905-0209), or the Equal Employment Opportunity Commission of Seattle, <http://www.eeoc.gov/seattle/index.html>, 1-800-669-4000.

- **Criminal history.** The Seattle Office for Civil Rights has a helpful brochure that you can read online at: http://www.seattle.gov/civilrights/documents/CriminalRecordsfact_sheet.pdf. You can also contact the Seattle Office for Civil Rights (<http://www.seattle.gov/civilrights/>) for a referral to a legal services agency that may be able to help you.

Haala Yakkaa: Websaayitii kanaan gadii ilaalaa

http://www.seattle.gov/civilrights/documents/CriminalRecordsfact_sheet.pdf. You can also contact the Seattle Office for Civil Rights (<http://www.seattle.gov/civilrights/>) for a referral to a legal services agency that may be able to help you.

* Qorannoo Yakkaa fi waan addaa addaarraa bilisa ba’uu(background checks)

- **Background checks.** Many employers conduct criminal background checks. If you have questions about what your background check will show, visit the WATCH website (Washington Access to Criminal History) at <https://watch.wsp.wa.gov/> and select “FAQ” from the left menu (Frequently Asked Questions).

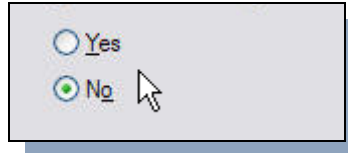
Waajiroolee hedduun qorannoo kana nigegeessu. Irra caalaatti baruudhaaf

http://www.seattle.gov/civilrights/documents/CriminalRecordsfact_sheet.pdf. You can also contact the Seattle Office for Civil Rights (<http://www.seattle.gov/civilrights/>) for a referral to a legal services agency that may be able to help you.

- 6. Fill in all fields before you move to the next page or submit your application.** If you create an account, you may be able to go back and correct information later. But not all websites allow for this, so you should come prepared to fill in all fields the first time you fill out the application.

Utuu isa itti aanutti hindarbin bakka duwwaa jiru hundumaa guutaa. Yoo akkaawontii mataa keessanii qabaattan yeroo barbaaddan itti deebitanii sirreefachuu nidanddeessu.

7. **Select only one circle or box.** Most applications will ask you to choose answers from bullets, circles, or boxes. Usually, you can only pick one answer per question. If you can select more than one, the question will say “select [or check] all that apply.”
- dhiyaatu keessaa yeroo hundumaa tokkittii filadhaa. Fakkeenyaaf



Yes

No

SUBMITTING YOUR APPLICATION

Iyyata keessan dhiyyeefachuu/galfachuu (submission)

1. **If possible, save your work.** Some online job applications let you save your work and come back later to finish and submit your application. But do not assume you can do this on every website.
Yoo dandaa'ame waanta barreesitan hundumaa akka hinbadne godhaa (save)
2. **Initials.** Online, your *initials** may act like your signature. Usually an employer is asking you to promise the truth of the information on your application when it asks for your initials. It is important to tell the truth on all job applications.
Mallattoo keessan kaa'uu hinirraanfatinnaa. Dhugaa dubachuus hindagatinaa
3. **Submit button.** When you finish your application, edit your work, and select the submit button. Usually, you cannot make changes to your application once you submit it.
Dhumarratti 'Submit' kan jedhu irratti kiliki gochuudhaan iyyata keessan ergaa.

Submit

COMMUNICATING BY EMAIL WITH EMPLOYERS

Waajira Qacaruu waliin 'e-mail'iin wal-quunnamuu

1. **Watch for confirmation emails.** When an application asks you for your email address, you should receive an email confirming that the employer received your application.

lyyata keessan akka galfattaniin debiin (naga'een) akka isiniif ergame ilaalaa.

2. **Replying to employer emails.** After a company contacts you to tell you it received your application, you may get a second email asking to set up an interview. If an employer writes to you and offers you a few choices of interview times and dates, your reply should look something like this:

Waajirichi gaaffiif deebii (interview) isin waliin qabaachuuf yoo isin qunname, deebiin keessan kan kanaa gadii fakaachuu ni mala.



If you cannot meet at any of the times the employer lists, suggest some other days or times, but if possible, be flexible.



TIP: “Emoticons” like smiley faces, graphics, animated images, exclamation points (!!!), decorative fonts, and unusual font colors (like pink, green, or red) should always be avoided.



TECHNICAL PROBLEMS

Rakkinoota mullachuu dandaa'an

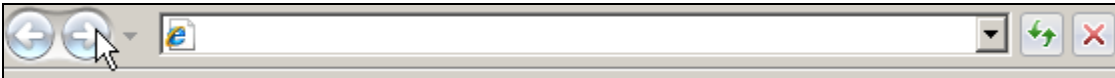
1. **Timing out.** You may *time out** if you take too long to fill out your application online. When you time out, your application may be lost, and you may have to start all over again. If possible, save your work every 2 to 5 minutes, and be prepared with all of the information and documents you need when you sit down to fill out applications on the computer.

Yeroo kenname gidduutti xumuruu yaalaa. Yoo kana hingoone, hojiin keessan hundi baduu waan danda'uuf akka hinbadne godhaa.

2. **Freezing.** Some websites take a long time to upload onto a computer. After you click on a link at one of these sites, wait until your "hourglass"  turns back into an "arrow" . The hourglass shows you that your computer is still "thinking" or trying to *load**the web page. If you keep clicking on the same picture or map, your computer may freeze. This is also true for "next" or "submit" buttons.

tokko tokko dafee haala nuti dubbisuu dandeenyutti hinjjiiramuu. Kanaaf hamma mallattoon kun  isa  kanatti jijjiiramutti eegaa.

3. **Back and forward buttons.** Most applications do not let you use the "back" and "forward" buttons on your web browser. Example:



If you use back and forward buttons, you may lose all of your work. Instead, use a website's "previous" or "next" buttons to get from page to page.

Fuul duraa fi duddubatti deebistuu. Websaayitiin tokko tokko fuul duraa fi duddubatti akka deebitan hinbarbaadan. Fakkeenyaaf



Yoo dudduba ykn fuulduratti deebi'uu yaaltan, barreefamni keessan hundi baduu nidanda'a. Kana hambisuuf , isaduraa(previous) fi isa itti aanu(next) fayyadamaa.

4. **Red stars and red text.** Check your work carefully before hitting the "next," "continue," or "submit" buttons. If you make mistakes or required information is missing, you will not be able to move to the next page or submit your application. When this happens, you will see the problem highlighted in red or in red font (red type). Sometimes a website uses red stars to show you where the required information goes. If a question does not apply to you, you can always put "N/A" (not applicable), "None," or "0."

Utuu fuula tokkoo fuula kan biraatti hindarbin mallattoolee kennaman hundumaa xiinxalaa ilaalaa.

FINDING COMPUTERS TO USE IN YOUR COMMUNITY

If you do not have your own computer or if your computer is very old, you can use a public computer. The City of Seattle has created a list of Community Technology Centers (CTCs), which includes centers based in housing projects, human service agencies, libraries, places of worship, schools, or community centers. Some of these are open to the public, and others only serve members, students, or housing project residents. You can find this list of CTCs at

<http://www.seattle.gov/tech/ctc/>.

Akkaataa itti kompiitara naannoo keessanitti argachuu dandeessan
Kompiitara manaa yoo hinqabaanne, carraa magaalaa Siyaatil kennutti fayyadamuun karaa manneen
kitaabaa, bakkeewwan kadhannaa, mana barnootaa, fi kkf –tti argachuu dandeessu.