



This step-by-step guide will help you:

ይህ የመመሪያ መጽሃፍ ተራ በተራ ከተከተሉ መመሪያ ሆኖ ይመራዎታል ና (ይከተሉ)

<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. 	<p>በገጠናዎች ወይም በዐንላይን ለሰራ ማመልከቻ ለማቅረብ ይዘጋጁ</p> <p>በገጠናዎች ስራ ፈልገው ለሰራው ያመልክቱ</p> <p>በጊሜል ክልሰሪያ ጋር ይገናኙ</p>
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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(*).

በ (*) የሚታዩት ቃላቶች በመጽሃፉ በስተመጨረሻ ተተርጉመው ይገኛሉ

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

ይህንን መጽሃፍ በማርስቀመጥ ለሌላ ጊዜ ይንደምጠቀሙበት ተስፋ ይናደርጋለን።

Good luck!

መልካም ይድል!

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

ይህ ፕሮግራም የተዘጋጀው በሲ.ት.ዓ.ና. ሲ.ዲ.ት.ዓ. ይና በኤሽያን ካውንስልንግና በኔይበርሁድ ሃሀስ ትብብር ነው.

Index for Bilingual Online Job Seeker Handbook

3.	Before You Start ከመጀመሪያ በፊት
7.	Searching for Jobs & Applications Online ስራ መፈለግ Eና በEንትርኔት ፎርም መውሰድ
11.	Setting Up an Account or Profile ስለ ራስዎ ፎርም(ቅጽ) በመውሰድ ማዘጋጀት
13.	Uploading Resume & Cover Letter ሬዝዩሜ ና ለሰሪ ደብዳቤ መጨን ወይም ማስገባት
17.	Common Online Application Questions ብዙውን ጊዜ በውብ ሳይት ላይ የምጠየቁ ጥያቄዎች
21.	Submitting Your Application ማመልከቻዎትን ማመልከት(ማስገባት)
22.	Communicating By Email with Employers በEሜል ከአሰሪ ጋር መነጋገር
23.	Technical Problems የቴክኒካል ችግሮች
27.	Glossary የቃላት ፍቺዎች (ትርጉሞች)

BEFORE YOU START

ከመጀመሪያ በፊት

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

የጫል ለካውንት ይክፈቱ

የዮሁ የጫል ለካውንት

Google (find the link* to “Gmail” at <http://www.google.com>), or

የጉጉል የጫል ለካውንት ወይም

Hotmail (<http://www.hotmail.com>).

የሃትሜል የጫል ለካውንት

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.”

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

ክጫል ለካውንትዎ ለሚል ይልካሉ ይቀበላሉ

የሚያስፈልገውን መረጃ ይሰብስቡ

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

የምያስፈልጉ የግል መረጃዎች- : ሙሉ ስምዎን ለድራሻ ላይ የሰልክ ቁጥሮች

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://laservoice.com>) or another free voicemail service.

ምክር: ቁጫ ስልክ ወይም ለድራሻ ከለሎት ይህንን ልያደርግልዎት ወይም ልያገኙ የምችሉበት ፖስታ ስጥን ቁጥር ይክፈቱ። ይህንን ካልቻሉ ነጻ ሽያጭ ሜል በለስር ያቁቁው (<http://laservoice.com>) ወይም ሌላ መንገድ ይፈልጉ።

- **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).

ያሳለፉት የሰራ ልምድ የካምፓኒ ስም ለድራሻና የሰልክ ቁጥሮች። የለስተ-ዳዳርዎች ስም ና ስልክ ቁጥር : ላይ በነፃ ወይም ለሌሎች ጊዜም ይሁን የሰሩበትን ልምዶችን፣ ለምሳሌ የቤት ስራ ወይም ልጆች መጠበቅ ወይም ለርጋውያንን መጠበቅ የመሳሰሉትን.

- **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.

የትምህርት ደረጃ፡ የስንት ዓመት ትምህርት ጨረሱ፣ የትምህርት ቤቱ ስም፣ መቼ፣ ይንደገደረሱ፣ ያገኙት፣ ድግሪ ወይም ምን ድግሎችን አገኙ።

- **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.

ወንጀል ስርተው ያውቃሉ፡ ወንጀል ስርተው የምያውቁ ከሆነ፣ ጊዜውን ምን ይንደተሰራ፣ ስምን ይንደተያዙ ማውቁ ለስራ ላይ ነው። የፓርክንግ ትኬት የትራፍክ ትኬት፣ ለንደ ወንጀል ለይቆጠርም።

- **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.

ረፍራንስ፡ ቅርብ ሶስት የስራ ቦታዎች ይኖርዎት

- ፕሮፊሽናል ረፍራንስ፡ ለሰራተኞች፣ ማናጃሮች፣ ባለቤቶች ወይም ደንበኞች
- ፕሮፊሽናል ረፍራንስ፡ ስለርስዎ ፀባይ የሚናገሩ፣ ለስተማርዎ፣ ለትምህርትዎ ለሌሎች ወይም የኮሙኒቲው ለባልገልጻችሁ ይችላሉ

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.

ምክር፡ ለረፍራንስ፡ የምስጢር፣ ግለሰብ የይንግልዝኛ ቁንቁኣ የምችሉና በቀላሉ የምገኙበትን የስልክ ቁጥር ይስጡ። ከዚያም በፍት በመጥራት ለረፍራንስ ለዎን ማለታቸውን ያረጋግጡ።

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.”

ለስራ ከማመልከትዎ በፍት ሬዝዩሜ ይጻፉ። ይህ ሰንደ የስራ-በትን የስራ ልምድ የምዘርዘሩበት ለና የምረጡት የስራ ለይንት የምገልፁበት ወረቀት ነው። ይህ ሰንደ የትምህርት፣ የስራ ልምድ፣ ያደረጉትን የጨረሱትን ስልጠና የምገልጹበት ቦታ ነው። በስፍው ለመረዳት <http://go2worksource.com> ይመልከቱ ወይም የሬዝዩሜ ምሳሌ ይምረጡ።

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>)

• የመሸኛ ደብዳቤ፡ ለብዛኛው የዐንገላይን ስራዎች የመሸኛ ደብዳቤ ለይጥይቁም ነገር ግን ለመረዳት ከፈለጉ ከዚህ በታች ያሉትን ልገኮች ይመልከቱ፡ ለምሳሌ visit [About.com](http://esl.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>)

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).

ፍንጭ፡ በ አባር ደብዳቤ ላይ ወይም ሬዝዩሜ ላይ (1)የጋብቻ ሁኔታ (2) የልደት ቀን (3) ምታ (4) ደድሜ (5) በትርፍ ጊዜ ልምምድዎትን (6)ይዘህ የገቡበትን ቀን ወይም የደምግሬሽን ሁኔታ (7)ፎቶዎችን (8)ሬፈራንሶችን (9) ስለሃይማኖትዎ ሶሻል ስኩሪት ቁጥር፣የባንክ ቁጥር የመሳሰሉትን ለያስቀምጡ፡ (የስውን መታወቂያ ሌሶችን ለንቀፅ ይመልከቱ፡

- **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.

የማመልከቻ ምሳሌ፡ ከማመልከትዎ በፍት በቅድምያ መለማመድ መልካም ነው፡ ከወብ ስይት ኮፒ በማድረግ ከምቅጥለው ሊንክ ይለማመዱ፡

http://www.quintcareers.com/employment_application.pdf.

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

ግዜ፡ በቂ ሰዓት ለመጨረስ ይኑሩዎት

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

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

ማስታወሻ፡ ለማስታወስ ይንድረዳዎት መቼ የት ለምን ስራ ለንዳመልከቱ ይና የተጠቀሙት ስም * ፓስዎርድ ይመዝግቡ ለማሳሌ

የቀጣሪው ስም ይናቀጥ	የሰራው ይነት/ስም	የተጠቀሙት ስም (የኩባንያው ስም)	ፓስዎርድ	የሰጡት ምላሽ ይና ምክር
4/26/2008 ይልቲን ሆቴል	ለስተናጋጅ	Annielee A ኒ ሌ	Squid456#	መልስ የለም
4/26/2008 ስዊድሽ መድኃኒት ስንተር	ደስተዳዳሪው ሬዳት	A ኒ ሌ	Squid456	4/26/2008. ይህን ለመድረስ ማረጋገጫ
4/28/2008 የንቢርስት ዐፍ ዋሽንግተን	ፀሃፍ	A ኒ ሌ	Squid456#1	ይህን ለመድረስ ማረጋገጫ 05/12/2008 ጥያቄ ይንድመጡ።

SEARCHING FOR JOBS AND APPLICATIONS ONLINE

ስራ መፈለግ ላይ በደንበኞች ፎርም መውሰድ

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>.

ስራ የሚገኙበት የዌብ ሳይቶች ላይ ጠቃሚ ሃሳቦች <http://www.go2worksource.com> ; <http://www.monster.com> ; <http://www.quintcareers.com> ; <http://www.truecareers.com> ; <http://hotjobs.yahoo.com> ; <http://seattle.craigslist.org> ላይ ሌሎችም፡፡ ይገኛሉ ለገንዘብም በሚፈልጉት ከተማ፡፡ በስራ ለይንት፡፡ ይገኛሉ፡፡ ለምፈልጉት ስራ ለገንዘብም ላይ ለመወሰን ለገንዘብም 10 ጥያቄዎች ተዘጋጅተዋል፡፡ <http://www.quintcareers.com>.

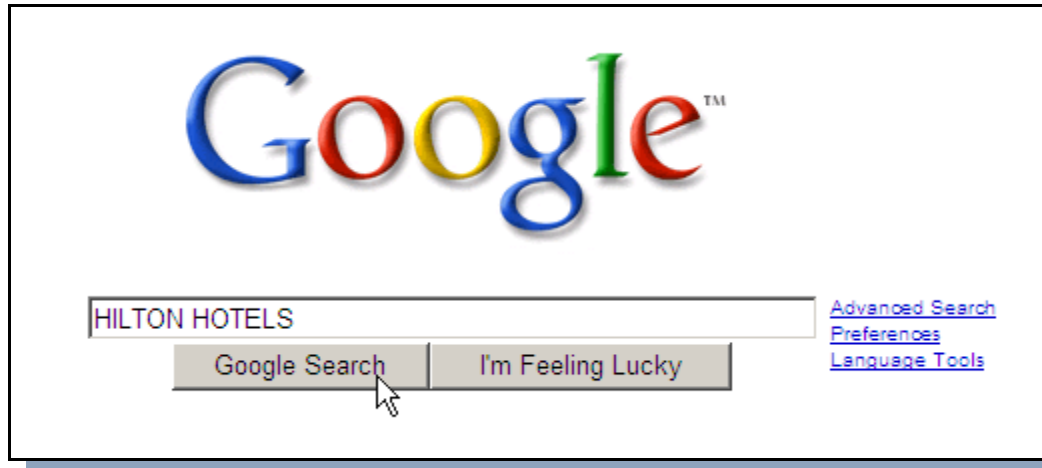
1. **Specific employer websites.** Many companies let you apply for jobs right on their websites. For example, you can search on the City of Seattle website at <http://www.seattle.gov/jobs>. Click on the “HOT JOBS” button at the lower right corner.

ለየት ያለ ወብ ሳይቶች፡፡ ብዙ ቀጣሪዎች በውስጥ ሳይቶችው ለማካሄድ ለፈለጉት ስራ ማመልከት ወይም ለመውሰድ ይፈቅዳሉ፡፡ የሲያትል ሲት ውብ ብዙል <http://www.seattle.gov/jobs>. “HOT JOBS” በምለው ላይ ኪልክ ሲያደርጉ፡፡ ለስራ ማመልከት ይችላሉ፡፡



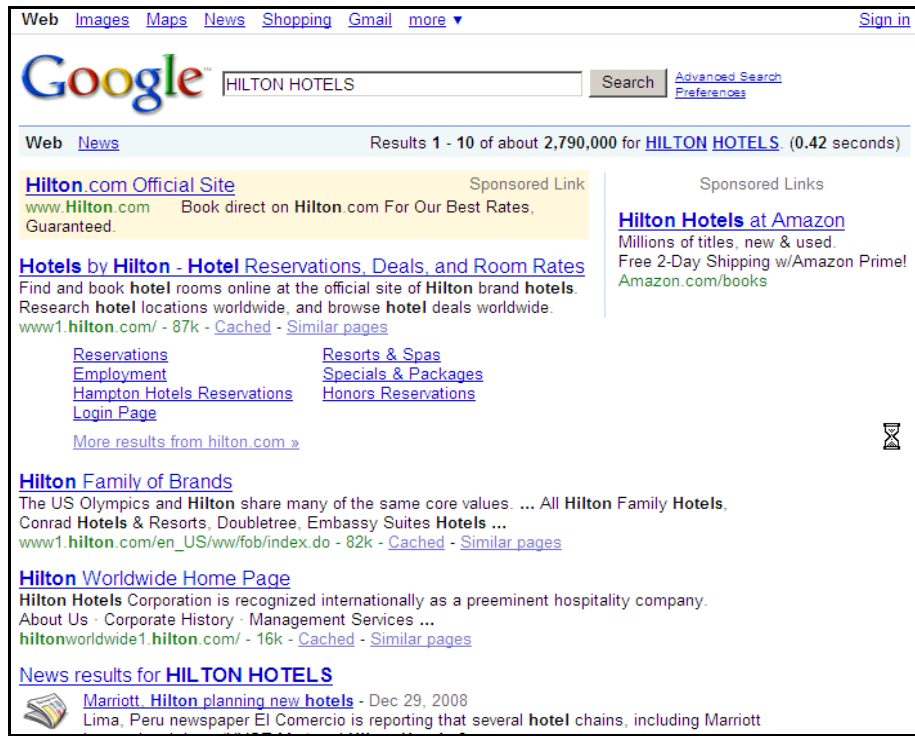
You can find a company's *home page** by searching online. Common *search engines** are Google (<http://www.google.com>) & Yahoo! (<http://www.yahoo.com>). Here is an example of how you might search for Hilton Hotels.

የካምፓኒ ሆም ፔጅች በስርች ፎንኛን ይገኛሉ፡ ለምሳሌ (<http://www.google.com>) ይና ያሁ (<http://www.yahoo.com>) Hilton Hotels ለማግኘት ታች በምገኘው ቦታ ይጻፉ ይና ክልክ ያድረጉ፡



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.

የስርች ውጤቱ ከታች ያሚገኘውን ይመስላል፡



2. **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>.

የአክባብወ፡ ይና የናሽናል(ብሌራዊ) ጋዜጣዎች፡ ሁለቱም Seattle Times ይና Seattle Post-Intelligencer የ NW ስራዎች ዌብ ሳይት በ<http://marketplace.nwsourc.com/jobs>. ይገኛል፡ ይንደዚሁም የሲያትል ውክሊ. በ<http://www.seattleweekly.com>. ይገኛል

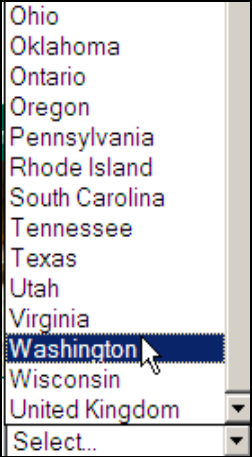
3. **Finding job applications on websites.** When you go to a specific company or organization's website, there should be a link to the “careers,” “jobs,” or “employment” page. The link may be in very small type at the top or the bottom of the home page. It may look like this:

.የስራ ማመልከቻዎች በዌብ ሳይቶ ላይ ማግኘት፡ የተወሰኑ የኩባንያ ዌቦች የስራ ሌገኮች ይናራቸዋል ይንዚሁም “careers,” “jobs,” ወይም “employment” በማለት ይጠራሉ፡ ለንዳንድ ጊዜ ጽሁፋችው ትንንሽ ልሆን ይችላል ወይም ይንዚሁን ልመስል ይችላል።



4. **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.

የድርጅቱ ዳዎን ሚንወ. (Drop-down menus). ለብዛኛዎች ዌብሳይቶች ይህንን የድርጅቱ ዳዎን ሚንወ.ንን ይጠቀማሉ ምስሉንም ከታች ይመልከቱ። *ለምሳሌ ስቴት ለመምረጥ ማውስ በመጠቀም (በመጠቀሚያው) ግራ ይጠቁሙት* በላርው ላይ በግራ በኩል “Select.” ን ይምረጡ ይህ ሚንወ.ን ይክፍታል ይና የፈለጉትን ስቴት መምረጥ ይችላሉ። **Highlight(ይምረጡት)* ስቴት በግራ ክልክ ማውስዎ ደጋግመው ይጠቁሙት፡**



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

የዳምን ድርጅ ሜኒው (Drop-down) በቃላት ስርች ወይም ልፈልግ ይችላል ለምሳሌ “nursing,” “clerical,” or “construction,” የመሳሰሉትን በመሉ፡

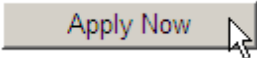
- 5. **Maps and pictures.** Some websites use maps or pictures to help you search for jobs in a particular city, state, or country. Click once on the left button of your mouse on the picture or part of the map where you want to work.

ካርታ ና ስይሎች፡ ለንድገድ ዌብ ሳይቶች ለስራ ፍለጋ ይንድያገለግሉ(ይንድረዱዎት)በተወሰኑ ከተማዎች፣ስቴቶች ወይም ካውንቲ፡ በምስል ላይ ወይም ካርታ ላይ ክልክ ይንድያደርጉ ና የት ለመስራት ይንድያምፈልጉ ይረዱዎታል

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

የስራ፡ ማመልከቻ መሙላት መጀመር፡ የስራ፡ ማመልከቻ ቅጽ መሙላት ለመጀመር፡ “Apply Now” “ለሁን ያመልክቱ”or ወይም “Register.” “ይመዘገቡ” የምለውን ባቲን ይገኙ፡

ለሁን ያመልክቱ



SETTING UP AN ACCOUNT OR PROFILE

ስለ ራስዎ ፎርም(ቅጽ) በመሙላት ማዘጋጀት

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.

አካውንት፡ ለብዛኛውን ጊዜ ስራ ሰፈራ፡ ወይም የጭል ዌብ ሳይቶች ለአካውንት ወይም ስለ ራስዎ ማንነት ይገልጻሉ የጠይቃሉ* ለንግግሮችም* የኤጀንት ,* agent,* or login name.* የሎግን ኔም ይገልጻሉ የጠይቃሉ፡ በዚህን ጊዜ፡ጭርስዎም የራስዎን ፖስታዎን ይገልጻሉ መሰረታዊ ጥያቄዎች ይጠይቃሉ ከዚያም በራስዎት ለአካውንት ውስጥ ይቀመጣል ሁለተኛ መሙላትም ለዚህ ውብ ሳይት ለያስፈልግዎትም፡

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.

Username and Password. (የተጠቃሚው ስም ና ፖስታዎን) የተለያዩ ዌቦች የተለያዩ ድብልቅ ቁጥሮች፡ፈጣሪዎች፡ምስሎች፡ምልክቶች(* # & የመሳሰሉትን) ለተጠቃሚው ስም ና ፖስታዎን ይጠቀማሉ፡ ቢቻል ተመሳሳይ ና ቀላል የጠቀሙ።

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 field is a simple rectangular box with a thin border.

USERNAMES:

የተጠቃሚዎች ስም፡

- o Should be easy for you to remember, for example, all or part of your name or a pet's name.

ቀላል ይና ለማስታወስ የምቻል የማስታወስት ነገር ምልክት ስም ነገር ወይም የገንዘብ ስም

- o Can use numbers, letters, and symbols.

ቁጥሮችን ፈጣሪዎችን ምስሎችን መጠቀም ይቻላል

PASSWORDS:

ፓስዎርድ

- Should be secret and difficult for other people to guess.

ሚስጥራዊ መሆን ና ከባድ መሆን ለለበት

- NEVER use any part of your name, your birth date, or social security number.

የራስዎትን የስም ክፍል የትውልድ ቀን፣ የሶሻል ስኩሪት ቁጥር ለይጠቅሙበት

- If possible, use a combination of numbers, letters, and symbols.

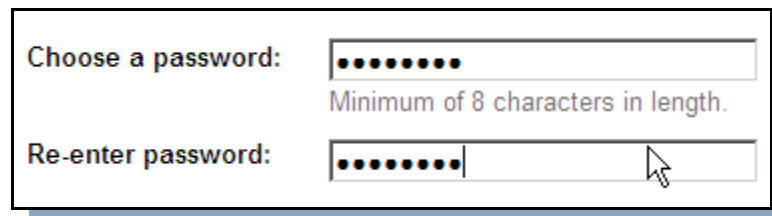
ከተቻለ ድብልቅ የሆነ ቁጥር፣ ፍጥጥ ምስል የመሳሰሉትን ይጠቀሙ

- 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.

ፓስዎርድዎን በጥንቃቄ ያስገቡ፡ ሲያስገቡም ፈጽሎቹን ማየት ለይችሉም ግን ዳትን ወይም ነጥቦችን ብቻ ያዩታል

- 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*.*

ፓስዎርድ ስፈጥሩ ሁለት ጊዜ ደግመው ይገቡ፡ ይጠየቃሉ በትክክልም ለንድ ዐይንት ካለሰገቡ ለይቀበልም



The image shows a web form for creating a password. It has two input fields. The first field is labeled "Choose a password:" and contains eight dots. Below it is a message: "Minimum of 8 characters in length." The second field is labeled "Re-enter password:" and also contains eight dots. A mouse cursor is pointing at the end of the second field.

- If you use capital letters when you create your password, you will have to type it the same way every time you *log in**.

በካፕታል ሌተር ተጠቅመው ከክፈቱ ለንደዝያው ሁል ጊዜ ካፕታል መጠቀም የግድ ያስፈልግዎታል

- Be careful to avoid selecting the “Caps Lock” key on your keyboard.

በተለይ “Caps Lock” መጠቀምን ይጠንቀቁ

- Remember to take notes.

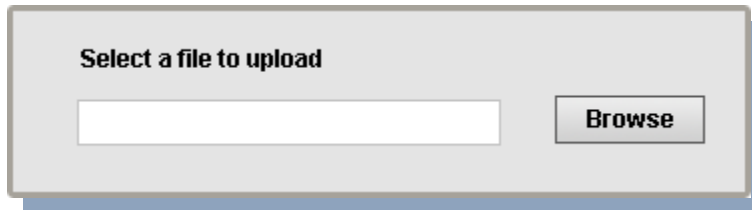
ማስታወሻ ይውሰዱ

UPLOADING RÉSUMÉ AND COVER LETTER

ሬዝዩም ና ለገሪ ደብዳቤ መጨን ወይም ማስገባት

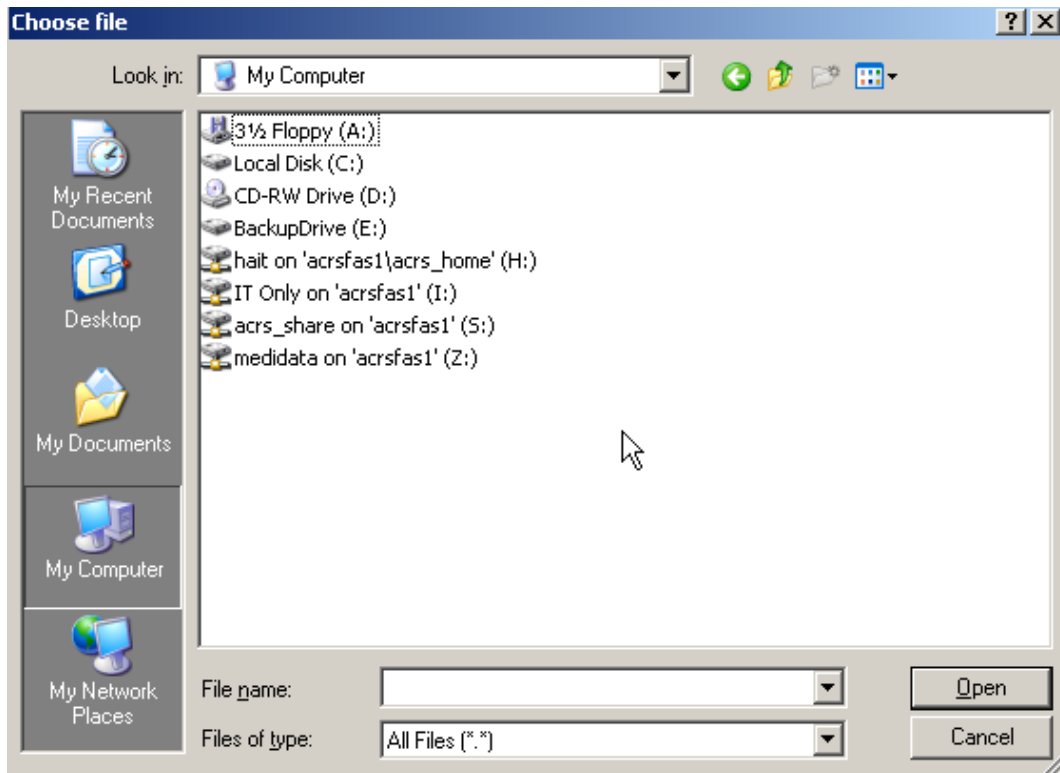
1. **Browse buttons.** When a website asks you to *upload* your résumé, it shows you a *browse* button. Browse buttons look like this:

ብራውደር ባትን (Browse buttons). ሬዚዩምን ወደ ዌብ ሳይት ለመጨን ወይም ለማስገባት upload* ስያስፈልጎ የብራውደር ባትን ይህን ይመስላል



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.

ግራ ማውስ በብራውደር ላይ በምጠቀሙበት ጊዜ የዊንዶ ድርጅት ዳዎን ሜንው ሉክ Eን “Look in.” የምል ይታያል፡በዝህን ግዜ ሬዚዩምን ያስወቀመጡበት ቦታ ይጠቁሙ



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:

ኮፒ ና ፔስት ወይም መገልበጥ ና መለጠፍ

- 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.

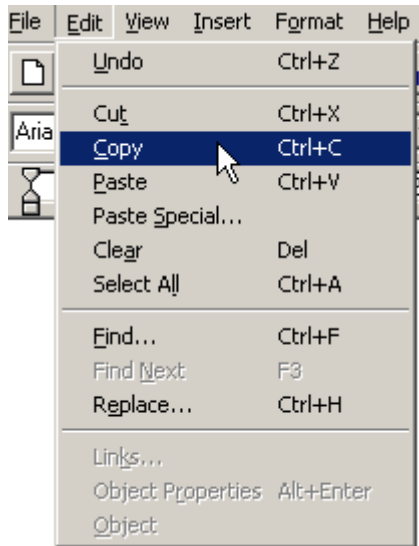
(ሀ) ጽሁፍ ለመገልበጥ የፈልጉት ጽሁፍ በማውስ ካጠቆሩ (መረጡ) ባሃላ በግራ ማህስ ባቴን የፈለጉትን ኮፒ ያድርጉ ከዚያም በማውስ ጎትተው (Drag*) የፈለጉበት ቦታ ወስደው ይልቁቁ።

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

(ለ) ክልክ ደድት (Edit) ቱል ባር ላይ፡ይህ የደድት መንው ይክፍታል

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

(ሐ) ወደ ታች ጎተት ካደረጉ ቡሃላ ኮፒ ያድርጉ



- 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.

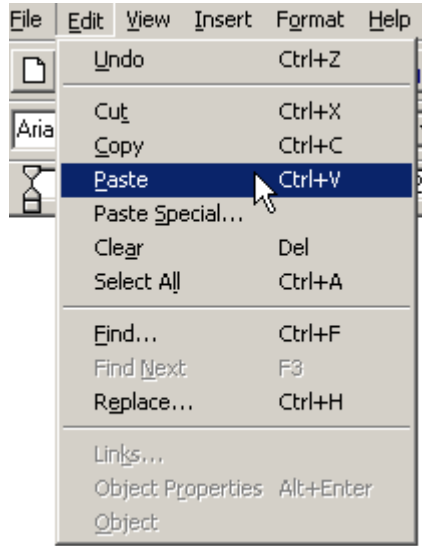
(መ) ወደ ፈለጉት ዌብ ሳይት ሄደው ጽሁፎችን ለመለጥፍ cursor* ከርሰርዎትን በትክክልኛ ለማኖር የፈለጉበት ቦታ ያኑሩ በግራ ባቴን ለንድ ጊዜ ክልክ ያድርጉ።

- e. Again, click **Edit** on the *toolbar** of your word processing or text only program.

(ስ) ለሁንም ወደ ደድት ስክሮል ያድርጉ ና ግራ ምሁስ ክልክ ያድርጉ

f. Scroll down to **Paste** and click on the left button.

(ረ)ላሁንም ወደ ፕስት (መለጠፍ) ስክሮል ያድርጉ ና ግራ ምሁስ ክልክ ያድርጉ



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

ኮፕ ለማድረግ የፈለጉት ጽሁፍ ይቀርባል ከዚያም በጥንቃቄ ካነበቡ ቡሃላ ያርሙት

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.

ቀላል ያለ ፎርማት ፡ ሬዜሜ በቀላል ይና ለብዙዎች ለማንበብ ይንድመች በስምፕል ፎርማት መሆን ለሌሎች፡ ለንድንድ ቦታዎች ስካን ስስተም ተጠቅመው ወደ ዳታ ቤዚ ስለሚያስገቡ ቀላል ፎርማት በቀላሉ ሊነበብ ይችላል ስለዚህ የምክተሎችን ሃሳቦች የከተሉ

a. Open your résumé in your word processor program, like Microsoft Word.

ሬዜሜዎን በዎርድ ፕሮሰሰር ፕሮግራም በመሳሰሉት ይክፈቱ

b. Use a simple, even *font** like Courier.

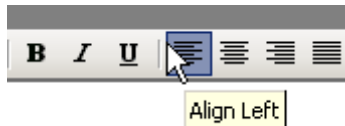
ቀላል የፎንት ለጻጻፍ ይጠቀሙ ለምሳሌ font* like Courier

c. Do NOT use “tabs.”

ታብስ ለይጠቀሙ

- d. 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).

ገንደንት “indent” ለይጥቀሙ (ስፕሽ ባር በመጠቀም ወይም ታብ በመምታት) ወይም “ስንተር” ለያደርጉ ሁሉም ወደ ግራ ይሁን፤ ከዚህ በታች ያለውን ይመልከቱ ወደ ግራ ያዘነበለ

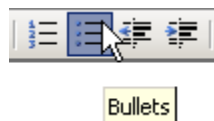


- e. Do NOT use **bold**, *italics*, or underlining. Use ALL CAPS for emphasis.

ቦልድ፣ ኢታሊክስ፣ ወይም ወይም underlining. ለይጠቀሙ፣ ለመጠቀም ALL CAPS ይጠቅሙ።

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

አውተማትክ ቡሌት ለይጠቀሙ ከታች ይመልከቱ ቡሌትስ



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

በምትኩ (*) (,) (-) (+) ይጠቀሙ

- 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.

የሰሩትን መረጃ ለማኖር በ (a) Rich Text; ፎርም ላይ በ (b) Plain Text. ያኖራሉ ለምሳሌ ወደ ፋይል መነሻ ሂደው ወደ ታች ካለው ምርጫ “Save As.”ን ይምረጡ በመቀጠልም “TEXT ONLY” ወይም “Plain Text.” በምለው ጽሑፉን በኖት ፓድ መክፈት ይቻላል

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

በመጨረሻም ደክሜንትውን ይዘገቡ ፎርም ላይ በ ኖት ፓድ ወይም በሌላ ትክስት ፕሮግራም ይክፈቱ፤ ትክክል መሆንንም ያረጋግጡ።

- i. Save any changes you made.

በፅሁፉ ውስጥ ያደረጉትን ለውጥ ካረጋገጡ ቧላ ያስቀመጡትን Save ያደርጉ

ለበለጠ መረጃ የ WorkSource website በመሄድ ገንደት ረዝሜ ስካን ለንደምሆን ይረዱ

<http://www.go2worksource.com> (select résumé help). (የረዝሜ ፎርም ይምረጡ)

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

COMMON ONLINE APPLICATION QUESTIONS

ብዙውን ጊዜ በውስጥ ሳይት ላይ የምጠየቁ ጥያቄዎች

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.

ስለ ግል ጉዳዮች፣ የምሞሉትን ነገሮች በጥንቃቄ በማሰብ ይሙሉ ስለ የሰራ ታሪክዎ፣ የትምህርት ደረጃዎች የመሳሰሉትን በመገንዘብ ይሙሉ

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>).

ስለ አይደንት፣ ቴፍት ! አይደንት፣ ቴፍት በጣም ለደገኛ ነው ምክንያቱም ለንዱ የርስዎን ለንጮሜሽን በመስረት ወንጀል ሊሰራበት ይችላል። ስለዚህ ለማን ለንደምስጡ ይወቁ። በበለጠ ለመረዳት የሚቀጥለውን ውብ ይጎብኙ (<http://www.worldprivacyforum.org/jobscams.html>) or Privacy Rights Clearinghouse (<http://www.privacyrights.org/identity.htm>).

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:

ለጭር መልስ ያላችው ጥያቄዎች፣ አንዳንድ ጥያቄዎች ለጭር መልስ ይፈልጋሉ ስለዚህ ይርስዎም ባጭሩ ይመልሱ፣ የሚቀጥሉትም ምሳሌዎች ይመልከቱ

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

ጥ: ለኩባንያችን ለምን መሰራት ፈልክኩ፣ (ሱቃችን)

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.

(መ) ለዚህ ኩባንያ ልሰራ የፈልኩበት ምክንያት ጥሩ ምርጥ ምርት ስለትምሽጡና ጥሩ መስተንገዶ ስላላችው ነው

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

(ጥ) ለዚህ ስራ ምን ብቁ ያደርገሃል?

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.

(መ) ይኔ ለዚህ ስራ በጣም ብቁ ነኝ ምክንያቱም ከዚህ በፍትህ ለገራ ይሰለው ለሁለት ዓመት ይህል ይሰራ የነበረው ስራ ነው። ይኔ ትኩስ አትክልት በጣም ስለምወድ ለትክልት ለበተሰባችው ለምሽምት ስው መርዳት በጣም ይወዳለው። በተጨማሪም በግልም ሆነ በጋራ ከጣንም ጋር መስራት የምወድ ስው ንኝ።

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.”

ፍንጭ: በፍጹም ይህንን ስራ የቤት ክራይ ስለተጨመረብኝ የግድ መስራት ለሌሎች ወይም ባለቤት አገር ቤት ስለሆነ ቤቴስበን መርዳት አለብኝ አይባሉ

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.

የቀድሞ ስራዎችን ለምን ለቀቁ፡ ፎርም ስለ ቀድሞ ስራዎች ከሞሉ በኋላ ለምን ይንደለቁ(ተው)ስለምጠይቅ ባጭሩ ጥሩና ይወግድ የሆነውን ብቻ ያስቀምጡ፡ ሁሉንም ማብራራት አስፈላጊ አይደልም

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

- **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.

ሰላልፈው የወንጀል ታሪክ፣ ከሰያትል ዐፍስ ዐፍ ስብል ራይት ብሮሽር መረዳት ይችላሉ ወይም

http://www.seattle.gov/civilrights/documents/CriminalRecordsfact_sheet.pdf.
(<http://www.seattle.gov/civilrights/>) ይጎብኙ

- **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).

ሰለ ባክግራውንድ ጅክ (ሰለርስዎ ማንነት የምያጣራ) ብዙ ቀጣርዎች ሰለርስዎ ወንጀል ማንነት ያጠናሉ,ይጠይቃሉ፡

ሰለ ባክግራውንድ ጅክ ጥያቄ ካልዎት WATCH (Washington Access to Criminal History)

<https://watch.wsp.wa.gov/> ይጎብኙ

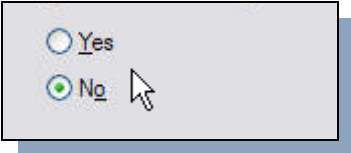
6. **Fill in all fields before you move to the next page or submit your application.** If you create an account, you may be able to go back and correct information later. But not all websites allow for this, so you should come prepared to fill in all fields the first time you fill out the application.

ወደጫቀጥለው ገጽ ከመሄድዎ በፊት የሚሞሉትን በሙሉ ለንቀጾች ይሙሉ፡

የሞሉት ፎርም ላይ የምስተካክል ነገር ካለ ደባ ተመልሰው መስተካክል ይቻላል፡ ግን ሁሉም ወብ ሳይቶች ለይፈቅዱም ሰለዚህ ፎርም ለመሙላት ተዘጋጅተው ይምጡ

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.”

ለንዱን ክብ ይምረጡ፡ ለብዛኞቹ ፎርምዎች መልሶቹን ከ ቡሌት ከክብ፣ከሳጥን ይንድመርጡ ያስደርጋሉ፡ ለብዛኛውን ጊዜ ከለንድ በላይ ይንድመርጡ ከተፈልገ የሚሰማውን መልሶች ይንድመርጡ ይደረጋል



SUBMITTING YOUR APPLICATION

ማመልከቻዎን ማመልከት(ማስገባት)

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.

በተቻለ መጠን የሞሉትን ፎርም ወይም ስራ ሴቭ (ያስቀምጡ)ያድርጉ፡ አንድንድ ጊዜ በውስ ሳይት ላይ ስራ የምያስሞሉ ፣ይስክተወስነ ሶታ ድረስ የሞሉትን ለስቀምጠው ተመልሰው ሌላ ጊዜ ይንድጩርሱ ይፈቅዳሉ ግን ለንዳንዶቹ አይፈቅዱም ስለዚህ ሁሉም ይፈቅዳሉ ብሎ ለያስቡ

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.

የፍርማ ምልክት፡ ይህ ምልክት ይንደፍርማ ይቆጠራል፡ አንዳንዶቹ ውብስዶቶች የፍርማ ምልክት ይንድያድርጉ ይገደዳሉ፡ በማንኛውም የስራ ፎርም ላይ ይውንትን ማስፈርፍ ለስፈላጊ ነው፡

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.

የማስገባት (ሳብሚት ባቲን)ምልክት፡ ሞልተው ከጨረሱ በሃላ ደግመው ትክክለኛነቱን ካረጋገጡ ቡሃላ ያስገቡ ወይም የሳብሚት ባቲን ይንኩ፡ለንደ ካስገቡ ቡሃላ ፎርሙን መቀየር ለይቻልም፡



ማስገባት

COMMUNICATING BY EMAIL WITH EMPLOYERS

በጊዜ ላይ ጋር መነጋገር

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.

ለመቀበላቸው ማረጋገጫ ይጠብቁ፡ ፎርም ስምሉ የጊዜ ላይ ለገደብ ሲጠየቁ ፎርሙን ሞልተው ከጨረሱና ካሰጡ ለማሰገባት ማረጋገጫ ያገኛሉ።

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:

ለቀጣሪ ጊዜ መመለስ፡ መልስ መስጠት፡ ካምፓኒ ለገደብ ጊዜ ማመልከቻዎችን ለማግኘት ጊዜ ላይ ለሁለተኛ ጊዜ ለቃሌ መጠይቅ ለመጠራት ጊዜ ላይ ይኖርዎት ይሆናል፡ ምሳሌውን ከታች ይመልከቱ።



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.

ፍንጭ፡ የላይኛው ምልክት፡ የመሳሰሉት፡ ግራፍክስ፡ የላይኛው ምልክት፡ የተለያዩ የገጣጤ ጥቅሞች፡ (!!!) የመሳሰሉት ጥንክ፡ ለረገጥ ወይም ቀይ ከመጠቀም ይቆጠቡ።

you can always put “N/A” (not applicable), “None,” or “0.”

ቀይ ስታር ና ቀይ ጽሁፍ. ስራዎትን በጥንቃቄ ይመሉ የሚቀጥለውን ክመቀጠል ና next,” “continue,” or “submit” buttons. ከምጠቀምዎ በፍት በድጋሚ ያርጋግጡ።

ስህተት ከሰሩ ወይም ችግር ካለ ወደሚቀጥለው ገፅ መሄድ ለይችሉም ስለዝህ በየግዜው ማረም ያስፈልጋል ወይም ስህተት ካላስተካከሉ ወደምቀጥለው መሄድ ስለምይቻል ጥያቄው ርስዎን የማይመለክት ከሆነ “N/A” (not applicable), “None,” or “0.” በማለት ይመሉ

FINDING COMPUTERS TO USE IN YOUR COMMUNITY

በአካባቢዎት ያሉትን ኮምፕዩተር ማጠቀም

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/>.

የራስዎት ኮምፕዩተር ከሌትዎት ከሌሎች ወይም ለሮጌ ከሆንብዎት ባካባቢዎት ያሉትን ህዝብ የገጸ ኮምፕዩተር ይፈልጉ። የሰዶትል ከተማ የኮሙኒቲ ቴክኖሎጂ ማዘክሎች ስም ዝርዝሮች በላይ-በሬር፣ የሓምልኮ ስፍራዎች፣ ትምህርት ቤቶች ፎናክሮች ላይ የመንግስት ቤቶች ደግሞ ደንብኞቻቸውን ብቻ ያገለግላሉ በበለጠ ለመረዳት ከታች የምገኘውን ወብ ሳይት ይጎብኙ <http://www.seattle.gov/tech/ctc/>.

GLOSSARY

የቃላት ፍቺዎች (ትርጉሞች)

1. **Agent:** Some websites call your account, your “agent.”
2. **Arrest:** When officers of the law take a person into legal custody.
3. **Background check:** The process an employer uses to look up a person’s public records. It usually includes records of past employment, credit record, and criminal history.
4. **Browse button:** The “button” a person uses to find and upload files as an attachment to an online job application or email.
5. **Browser:** Lets you search for and open documents and websites on the internet.
6. **Conviction:** When a court finds you guilty of a crime, you are “convicted.”
7. **Cover letter:** A letter that one sends with a resume and or job application to introduce oneself and express interest and qualifications for a particular job.
8. **Criminal history:** A person’s record of criminal activity.
9. **Cursor:** The blinking line where you can begin typing.
10. **Disability:** The U.S. Supreme Court explains that to be disabled, a person must have an impairment that prevents or severely restricts the individual from doing activities that are of central importance to most people’s daily lives—like walking, seeing, hearing, bathing, household chores, or brushing teeth. For statutory definition see 42 U.S.C. § 12102(2).
11. **Drag:** When you physically move your mouse while holding the left button down, creating highlighting or moving an object on your computer screen.
12. **Field:** A space for typing information in an online application.
13. **Font:** A style of letter type, like Times New Roman or Courier.
14. **Format:** The style and layout of a document.

15. **Highlight:** To color certain text grey, black, or another color so that you can cut, paste, or copy it.
16. **Home page:** The first or main page of a website, used give basic information about the site or the company.
17. **Initials:** Your initials are the first letter of each of your names: first, middle, and last. For example, the President's full name is "**Barack Hussein Obama,**" and his initials are **BHO**.
18. **Keyword:** A word an employer uses, like "clerical," to categorize applicants and match them with available jobs.
19. **Link:** A word or picture that when left clicked (or selected) takes the user to another web page.
20. **Load:** When an operating system reads a program, a web page, or a file and opens or makes it run.
21. **Login name:** A username, used to get into your online account.
22. **Mouse:** The small, hand-held item one uses to select text, click "buttons," and move cursors and pictures on computer programs and systems.
23. **Operating system:** The software that runs programs on computers. Operating systems include Microsoft® Windows® XP® or Apple® Computer's OS, among many others.
24. **Password:** A secret set of letters, numbers, and/or symbols created and used to access online services like email or other online accounts.
25. **Profile:** Your personal information, usually including your resume information. It can also be used to mean "username."
26. **Register:** To enter your name and information into a computer system.
27. **Select:** To left-click on a word or a picture that links you to another page, or to highlight text.
28. **Search engine:** Systems like Google, Alta Vista, and Excite that allow computer users to search for documents and websites on the internet.
29. **Text boxes:** See "field" (above).
30. **Time out:** When you exceed a time limit.
31. **Toolbar:** Where the icons are located at the top of your word document or web browser

- 32. **Upload:** To move a file (like a word document) from one system, disk, or computer to another.
- 33. **Username:** A personalized set of letters, numbers, and/or symbols. It is not secret like a password.
- 34. **Voicemail:** A recorded phone message.

የቃላት ፍቺዎች (ትርጉሞች)

- 3. **ይረስት :** በፖሊስ የተያዘ ና በህግ ስር ያለ ግለሰብ
- 4. **ባክግራውንድ ችክ:** ቀጣሪ ስለ ተቀጣሪው የሰራውን ወይም ስለ ግለሰቡ ውንጀል ስመረምር
- 5. **ቢራውስ:** “button” ግለሰቦች ይንቱርኔት ላይ ማመልከቻ ወይም ፋይል ለመፈለግ የምያደርጉት ፍለጋ
- 6 **ቢራውስር:** ይንቱርኔት ላይ ለንድን ነገር ፈልጎ መክፈት
- 7 **ኮንቭንሽን (ወንጀለኛ) ፍርድቤት ፍርድ ስጥቶ ስፍርድ**
- 8 **ክሼር ሌቲር:** (የመሸኛ ደብዳቤ) ለባሪ ደብዳቤ ከረዝሜ ጋር የምሄድ
- 9 **ክርምናር ህስትረ (ያለፈው የወንጀል ታሪክ) የግለሰብ የወንጀል ታሪክ**
- 10 **ኬርስር :** ብልጭ ድርግም የምትል ምልክት ና ለምጻፍ ቦታ የምታስይ
- 11 **ድስብሊቲ (ላካልስንኩልኔት) የ ለሜሪካ ሱፐርም ኮርት ሲገልጽ ግለሰብ ላካል ሰንኩል የምባለው ስራውን ለመስራት የምያገድ ይንደ መራመድ፣ማየት፣መስማት፣ገላውም መታጠብ ለመቻል፣ጥርሱን መፋቅ ለለምቻል የመሳሰሉት ናቸው ለበለጠ ለመረዳት በ For statutory definition see 42 U.S.C. § 12102(2) ላይ ይገኛል።**
- 12. **ድርግ (ማገቃገቅ) ይህ ማህሰ በመያዝ ኮምፕተር ላይ መዘዋወር ፣ጽሁፎችን ማድምቅ፣ማዞር የተለያዩ ስራዎችን መፍፀም**
- 13. **ፍልድ (ቦታ) ታይፕ የምመታበት ቦታ**
- 14. **ፎንት (የፌደል ቅርጾች) ይን ታይምስ ነው ርማን ወይም ኬሪኦር**

15. ፎርማት (የጽሑፍ ለቀጣመጥ) ጽሁፎች ደንደት አድርገው ደንድሚቀመጡ
16. ሃይላይት (ማድመቅ) በተለያዩ ቀለሞች ማድምቅ፣ክፒ፣መቁርጥ፣መለጠፍ የመሳሰሉት
17. ሐም ፕጅ የመጀመሪያ ቅጽ ላይ የምገኝ መሰረታዊ የኩባንያ ሁኔታ የምገልጽ ጽሁፍ
18. ደንሻል፣ የመጀመሪያ ስምዎት ደና የመጨረሻ የመጀመርያ ፈደሎች፣(ምልክት)ለምሳሌ ባራክ ሁሰን ዐባማ (ባሁዐ)ይምሰላል
19. ኪይ ዎርድ (ፍሬ ሃሳብ) ጻሃፍ የመሳሰሉትን ይመሰላል
20. በግር በኩል ማሁስ ኪልክ ማድረድ፣
21. ሊንክ፣ በላይኛ ወደፊለጉት ቦታ የሚውሰድ
- 22.ሎድ ፣ ዐፕሪትንግ ስይስተም ውብ ፕጅ ውስጥ ስጭን ለና ሲከፍት
- 24.ማሁስ፣ የኮምፕተር ይቃ በሞንተር ላይ ውድያ ውደህ ለያለ ለስራ የምያገለግል
25. ዐፕሪትንግ ስይስተም፣ ኮምፕተር የምያንቀሳቅሱ የ ሶፎትዌር ዐይንቶች Microsoft® Windows® XP® or Apple® Computer's
26. ፓስዎርድ፣ ምስጥራዊ ስም ቁጥር,ፍደል ወይም ምስሎች ልሆን ይችላል
- 27.ፕሮፍይል፣ የግል ለንገርሜሽን በሬዝመ ለየምሞላ የተጠቃሚው ስም.
- 28.መመዝገብ፣ ስምዎን በኮምፕተር ውስጥ አስገብቶ መመዝገብ
29. ስለክት(መምረጥ)(መለየት)ከጽሁፎች ሁሉ ለይቶ ማወጣት
- 30.ሰርች ደንጅን፣ . በደንቴርኔት ላይ ለሚፈልጉት ነገር ፈልጎ የምያስይ ወይም የሚያመለክት ማለት ነው።
- 31.ቴክስት ቦክስ፣ ፍልድ”

32. ታይም አዐት፡ ከተወሰነ ጊዜ ቧላ ሳዐት ስያበቃ

23. ሎግንግ ኔም፡ ለንተርኔት ላይ ለመግባት የምንጠቀምብት ስም

33. ቱል ባር፡ ከጽሁፍ መጻፍያው በታች ያለው

34. ለፕ ሎድ ፡(ጽሁፍ) ጽሁፍን ወደ ኮምፕዩተር ማስተላለፍ ወይም መጫን

35፡ ዩዝር ኔም (የተጠቃምው ስም) ከፍደል ከቁጥር ከምልክት የተሰሩ ሊኖሩ ስም

36፡ ቮይስ ሜል፡ በድምጽ የተቀረጸ የቴሌፎን መልዘክት መቀበያ