



## Welcome to the Bilingual Online Job Seeker Handbook

Ku soo dhowow; Buuga shaqa ka  
Raadinta Internetka ee loogu  
talo galay laba Af-yaqaanada.

This step-by-step guide will help you:

### Tusmo Talaabo-Talaabo Kuu Hageysa:

- Get ready to apply for jobs online;
- Search and apply for jobs on the internet; and
- Use email to communicate with employers.

- Isudiyari shaqa ka codsiga Internetka;
- Ka baar kana buuxi shaqooyinka Internetka adiga oo adeegsanaya (E-mail) marka aad la xiriireysid, goobaha shaqada.
- Tixraaca macnaha ereyadan xidigta ku suntan (\*) ka eeg bogga ugu dambeya buugan.

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*(\*).

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

Waxaanu rajeyneyna in uu buugani kuu noqdo kal-kaaliye ama agab shaqo raadinta, haatan iyo mustaqbalka.

Good luck!

Nasiib Wacan!



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

Waa mashruuc iska kaashanayaan Magaalada Seattle, Asian Counseling iyo Neighborhood House.

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# BEFORE YOU START

## INTA AADAN BILAABIN

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

**Samayso E-mail.** Waxaad e-mail lacag la'aan ah ka furan kartaa goobaha internetka sida:

- Yahoo! ( <http://www.mail.yahoo.com>),
- Google (find the *link*\* to "Gmail" at <http://www.google.com>), 或
- 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-mailkaaga waxaa ka dirsankartaa, kuugu iman kara, kuna kaydsan kartaa fariimahaaga

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

**Soo ururso dhamaan wixii macluumaad ah oo aad u baahantahay.**

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

**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.

**Tilmaan:** Hadii aadan lahayn ciwaan joogta ah oo waraaqa laguugu soo diro, waa in aad hesha qof waraaqaha laguugu soo hagajiyayo, ama ka sanduuq xafiiska boostada, ee kuyaal xaafadaada.

Hadii aadan telefoon fariin cod ah laguugu reebo lahayn(Voicemail\*) waxaad ka samaysan kartaa Fariin Codeed lacag la'aan ah **Laser Voicemail** (<http://laservoicemail.tripod.com> ) or another free voicemail service.

- **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).
- **Shaqooyinkaagii Hore.** Goobaha aad ka soo shaqaysay magacyadooda, ciwaanadooda, lambarada teleefanadooda iyo xiligii aad u soo shaqaysay.  
Waxaad kale, oo aad u baahantahay maamulayaashadii hore magacyadooda  
Hadii aanad lahayn khibrad shaqayn kugu filan, qor meelihii aad ugu soo shaqaysay iska wax u qabso (sida daryeelka dadka waawayn, caruurta iyo dhamaan adeegyada samafalka).

- **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.
- **Heerka aqoontaada:** Heerka aad ka joogto waxbarashada:iskuulada aad soo dhigatay, magacyadooda iyo xiliyadii aad soo dhigatay.Sheeg shahaadoyinaka aad haysatid iyo inta sanadood ee wax baranaysay iyo waliba magaca shahaadooyinkii aad ka qadatay(Dugsi Sare,Machad ama Jaaamacad).
- **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.
- **Taariikh Dambiyeed.** Hadii aad leedahay taariikh dambiyeed,\* waxaa muhiim ah in aad in aad ogtahay xiligii aad damdiga gashay,meesha lagugu xiray\*ama dambi lagugu qiray\*.( Ganaaxa dhigasha baabuurka meel qaldan maaha danbi la xusi karo)
- **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.
- Inta badan goobaha shaqadu wexey ku weydiin doonaan (3) qof tixraac kuu ah.
 

Sida:.

  - Tixraac shaqo: Kormeerayaasha,maamulayyasha, hantiilayaasha, ama macaamiisha
  - Tixraac Qofeed: Qof aqoon fiican kuu leh,oo ka markhaati kici kara hufnaanta shaqadadad iyo hawl karnimadaada( ama Macalinkaaga iyo qofka aad guriga ka kiraysatey)

**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.

**Fiiro Gaar ah:** Tixraacaga waan inuu yahay mid, si fudud taleefanka loogala xiriiri karo. War bixin wanaagsanna kaa bixinkaraa, waana in uu af Ingiriisi wanaagsan si wacan ugu hadli karaa

### 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.”
- **Diyaarso résumé, cover letter, iyo codsi tusaale ah inta aadan shaqada codsan**

**Tixraac Shaqo** Waa qoraal tilmaamaya khibradaada shaqo iyo xirfadahaaga la xiriira shaqada aad dooneysid.

- **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://esl.about.com/library/business/bl_jobs_find.htm), [http://jobsearch.about.com/od/coverletters/Cover\\_Letters.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>
- Badanaab a codsiyada shaqo oo laga buuxiyo internetka uma baahna *cover letter*.\* Hadii aad ubaahantahay faalla dheeraad ah waxaad booqankartaa goobaha internetka sida, Visit About.com, [http://esl.about.com/library/business/bl\\_jobs\\_find.htm](http://esl.about.com/library/business/bl_jobs_find.htm), [http://jobsearch.about.com/od/coverletters/Cover\\_Letters.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).

**FIIRO GAAR AH:** Ha kuqorin waxyaabaha soo socda cover letter or résumé: (1) Xaaladda guur; (2)xiliga dhalashada;(3) jinsi, Lab/Dhadig;(4) da’ada; (5) waxyaabaha aad xiisaysid;(6) xiligii aad dalka soo gashay iyo sida aad ku soo gashay; (7) sawiro; (8) tixraac;(9) Diintaada ama waxyaalaha aad rumaysantahay. Sidookale, iska ilaali in aad ku qortid lambarka sooshal sukuuritigaaga iyo xisaabta bangigaaga. (eeg qaybata “tuugada aqoonsiga” ee buugan).

- **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](http://www.quintcareers.com/employment_application.pdf). Have someone who speaks English help you with spelling and grammar.
- **Codsi shaqo oo tusaale.**Waxaad ka helikartaa kuna diyaarsankartaa codsi tusaale ah boggan. [http://www.quintcareers.com/employment\\_application.pdf](http://www.quintcareers.com/employment_application.pdf). Waa in aad heshh qof af ingiriiska yaqaan qoraal iyo akhrisba.

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

**Xilli. Codsi kasta diyaarintiisa sii saacad ama kabadan.**

5. Take good notes to help you remember where and when you applied for jobs. Include *usernames*\* and *passwords*\* in your notes. Example:

Tilmaamo. Qoro tilmaamo aad ku xasuusatid xiligii iyo meeshii aad ka codsatay shaqa kastaba. Include *usernames\** and *passwords\** in your notes. Example:

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

| GOOBTA<br>SHAQADA<br>&TAARIIKHDA<br>CODSIGA. | NOOCA<br>SHAQADA | MAGACA<br>CODSIGA | FURAHA     | RESPONSES<br>&<br>COMMENTS   |
|--|------------------|-------------------|------------|--|
| Hilton Hotels 4/26/2008                      | Soo dhowentaT    | Annielee          | Squid456#  | jawaab la,aan  |
| Swedish Medical Centers<br>4/26/2008         | Xoog<br>hayn     | annielee1         | Squid456   | 4/26/2008. Taariikh dii<br>codsigu gaarey                                  |
| University of Washington<br>4/28/2008        | gacanyare        | Annie_lee         | Squid456#1 | taariikhdii codsigu<br>gaarey4/26/2008. Interview<br>on 5/12/2008. waraysi |

## SEARCHING FOR JOBS AND APPLICATIONS ONLINE

### KA BAARISTA CODSIGA SHAQADA INTERNETKA

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>.

**Goobaha shaqa ka raadinta.** Kuwa aad kuu kalkaalinkara waxa ka mid ah <http://www.go2worksource.com> ; <http://www.monster.com> ; <http://www.quintcareers.com> ; <http://www.truecareers.com> ; <http://hotjobs.yahoo.com> ; <http://seattle.craigslist.org>, iyo qaar kale oo badan. Waxaad shaqa ka baarikartaa magaalo, gobol ama noca shaqda aad markaas xiisayneysid. Haddii aadan hubin nooca shaqada aad markaasi xiisayneysid waxaa ku caawinkara Bogga hoos kuqora. “Top 10 Quintessential Jobs” link on the QuintCareers.com website at <http://www.quintcareers.com>

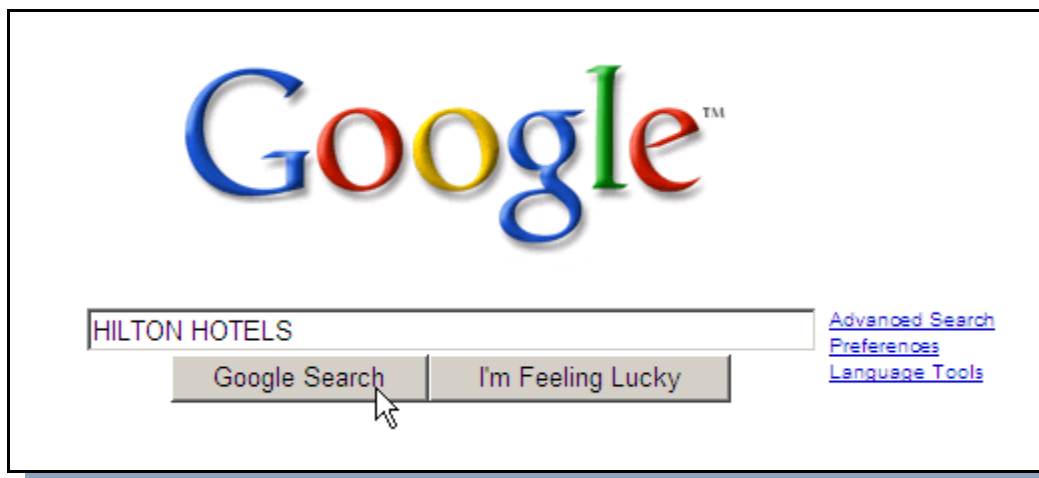
2. **Specific employer websites.** Many companies let you apply for jobs right on their websites. For example, you can search on the City of Seattle website at <http://www.seattle.gov/jobs>. Click on the “HOT JOBS” button at the lower right corner.

**Goob internet oo hal shaqo u gaar ah.** Gooba shaqo oo farabadan ayaad shaqada kacodsankartaa koobaha internetka oo iyaga gaarka u ah. Sida goobta adeega internetka ee magallada Seattle. <http://www.seattle.gov/jobs>. Riix badhanka “HOT JOBS” ee ka muuqda dhinaca midig.



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.

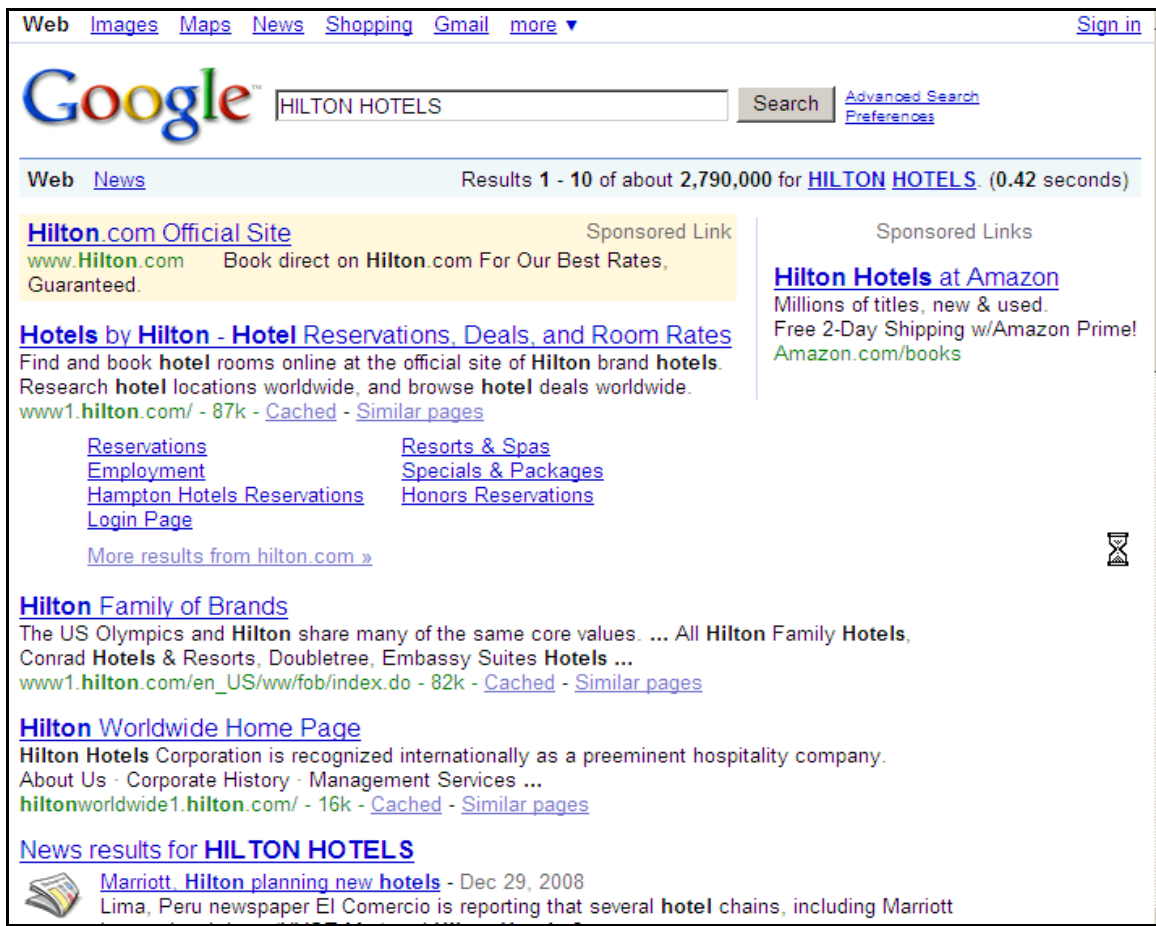
Waxaad ka baari kartaa kana helikartaa magacyada shirkadaha iyoo goobaha shaqada(<http://www.google.com>) and Yahoo! (<http://www.yahoo.com>). Waxa sanu tussale u soo qaadnay sida aad u baarilahayd bogga internetka ee Hilton Hotels.



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.

Natijadii baaritaanku waa tan hoos ku taal(bogga caalamiga ah ee Hoteelda Hilton).





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>.

**Wargeysyada magaaladaada iyo kuwa dalkaba.** Labada wargeys ee magaalada Seattle oo kala ha, Seattle Times iyo the Seattle Post- kala xiriir NW Jobs website at <http://marketplace.nwsourc.com/jobs>. Waxaad kale oo aad ka baari kartaa <http://www.seattleweekly.com>

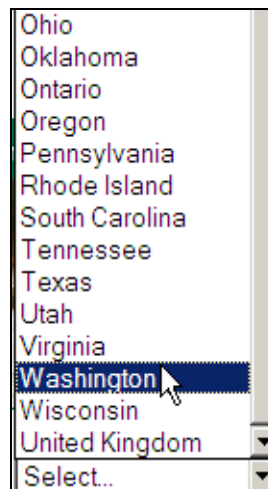
4. **Finding job applications on websites.** When you go to a specific company or organization's website, there should be a link to the "careers," "jobs," or "employment" page. The link may be in very small type at the top or the bottom of the home page. It may look like this:

**Sida aad codsi shaqo uga helilahayd Internetka.S** Marka aad gashid bog internet oo u gaar ah shirkad ama hey'ad waxaad arkeysaa ereydan soo socda oo far yar yar ku qoran, "careers," "jobs," or "employment" page. Dhamaantoodna macnohoodu waa (shaqo) wexeyna u ekaan karaan sida hoos ku tilmaaman:



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.

**Qaaimadda hoos u taxan.** Badankood goobaha Internetku waxey adeegsadaan qaaimad hoos u taxaan oo kaa caawin karta baaritaanka shaqo (Sida sawirkan hoose ku tilmaaman). Sida aad uga dooratid Gobol riix farta bidix *left-click*\* your *mouse*\* duldhig falaarta gobolka aad dooneysid kadibna haray



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

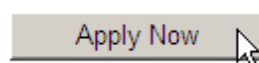
Qaaimadaha noocaasii waxaad kaloo kabaari kartaa magac gaar ah ama shqo gaar ah sida (nursing, gacanyare ama shaqooyinka dhismaha)

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.

**Khariidado iyo Sawiro.** Goobaha internetka qaarkood waxey adeegsadaan Khariidado iyo sawiro fududaynaya magaalada, gobolka amaba dalka aad shaqada ka baareysid markaas. Ku guji farta bidix gacanta Computerka adiga oo ku aadinaya sawirka ama khariidada aad markaas u danleedahay

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

**Sida aad u billabi lahayd codsigaaga shaqo.** Marka aad bilaabeysid buuxinta codsigaaga shaqo guji badhanka ey ku qorantahay *profile*,\* “Apply Now” or “Register.”



## SETTING UP AN ACCOUNT OR PROFILE

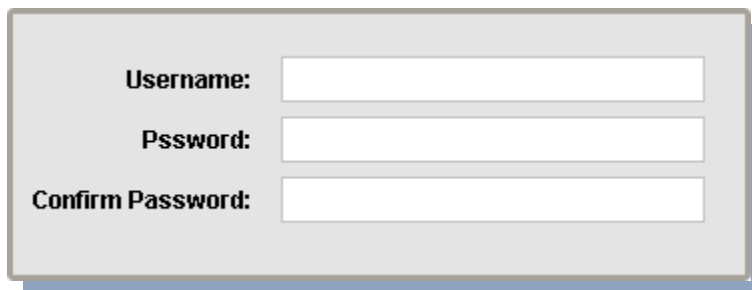
### SAMAYSIGA XISAAB AMA KHAANAD KUU GAAR AH

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.

Bdanaaba goobaha shaqa baaristu wexey codsadaan xisaab qofka u gaar ah oo uu ku kaydsado macluumaad kiisa gaarka ah xisaab taas oo leh fure qofka xisaabtaas iska lehkeliya garanayo.

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.

**Magaca adeegsadaha iyo furaha.Username and Password.** Goobaha kaladuwa ee internetka wexey codsadaan is ku jir lambaro iyo calaamado kala duwan (sida \*, #, &) oo noqonkara magic adeegsi iyo fure. Hadiise ey kuu suurta geleyso samayso magic adeegsi iyo fure fudud kuna wada isticmaal dhamaan gobaha internetka ee kaladuwan



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 on the right and bottom.

#### USERNAMES:

#### MAGACYADA ADEEGSI:

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

Waa iney dhamaan noqdaan kuwa si fudud aad ku xasuusankartid: qayb ka mid ah magacaaga am waxyaabaha aad jeceshahay .

- o Can use numbers, letters, and symbols.

Waxaad adeegsankartaa lambaro, xarfo iyo calaamado intaba

- **PASSWORDS:**

- **FURAYAASHA:**

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

Waa in ey noqdaan kuwo aan dadka kale si fudud ku helikarin ama ku mala awaalikarin.

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

ISKAJIRNEVER in aad adeegsatid qayb magacaaga kamid ah, taariikhda dhalashadaada ama lambarka ssoshaal sukuuratigaaga.

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

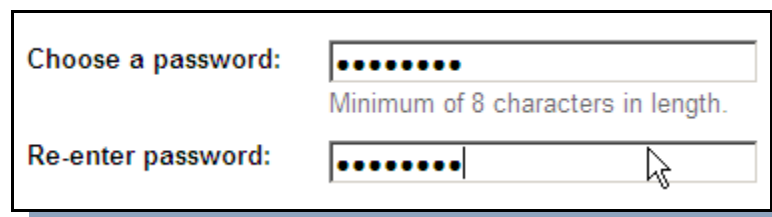
Hdii ey suurtagal tahay adeegso isku jir lambaro, xarafyo iyo calaamado intaba.

- 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.

Ugeli furahaaga si daxadar leh. Enter your password carefully. Kuuma muuqandoonaan xarafyada iyo lambarada aad gelineysid-waxa kilaya oo kuu muuqandoona waa dhibco. Mana arki kartid hadii aad qalad samaysid.

- 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*.\*

Marka aad samaysaneysid magic adeeg iyo fure, inta badan furaha waa in aad laba goor ku celisaa. Wuuna kaa diidayaa bogu hadii aadan isla furihii labada khaanadoodba gelin.(fields\*).



The image shows a screenshot of a password creation interface. It features two input fields. The first field is labeled "Choose a password:" and contains eight black dots. Below this field is the text "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 second field. The entire form is enclosed in a blue-bordered box.

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

Hadii aad adeegsatid xarfa waaweyn marka aad unkeysid furahaada, waa in aad isla xarfihii waaweynaa adeegsataa markasa oo aad geleysid bogaaga.

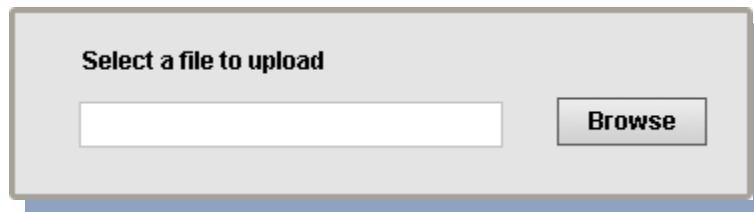
- Be careful to avoid selecting the “Caps Lock” key on your keyboard.
- Remember to take notes.

## UPLOADING RÉSUMÉ AND COVER LETTER

### KUDEJINTA TIXRAACA SHAQO IYO WARAAQDA TILMAANTA

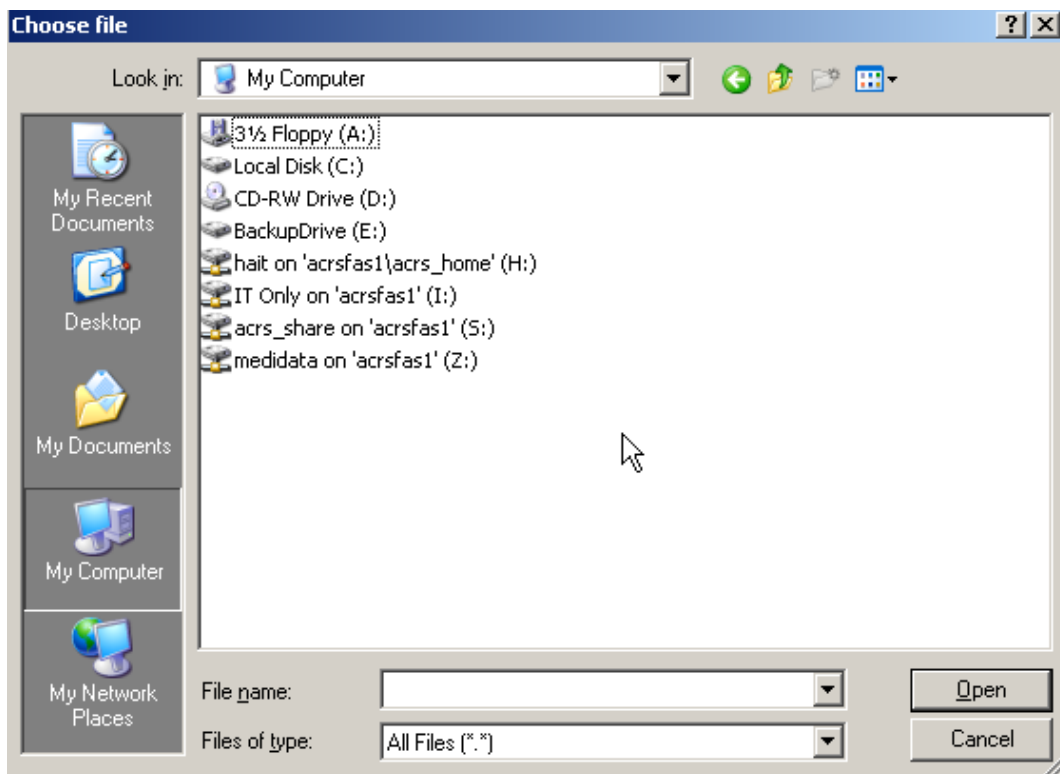
1. **Browse buttons.** When a website asks you to *upload* your résumé, it shows you a *browse* button. Browse buttons look like this:

**Badhanka bandhiga.Browse buttons.** Marka bogga internetku uu kaa codsado in aad soo rarto ( *upload*) résumé, waxa kuu muuqanaya badhanka bandhiga (*browse* button). Wuxuuna u muuqdaa sida hoos ku tilmaaman:



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.

Marka aad ku gujisid farta bidix gacanta computerka, waxa aad arkidoontaa daaqad hoos utaxan(guda gal) kana dooro mesha ey kuugu kaysantahay résumé.



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:

**kaguurin iyo ku dhejin.** Goobaha internetka qaarkood ma ogola in aad ku dejiso tixraacaaga shaqo balse waxaad adeegsan kartaa farsame kale kadib marka aad qoraalkaaga diyaarsato waad soo wada guurin kartaa kun a dhejin kartaa boga aad direysid, tusaale ahaan raac talaabooyinka soo socda.

- 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.

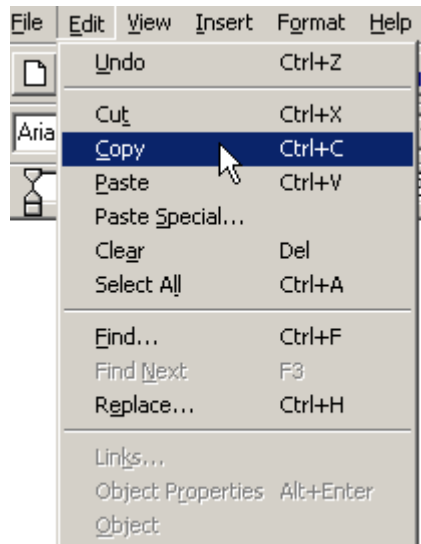
Haray ama sibaaq qoraalka aad guurineyso adiga oo farta bidix ku haya gacanta internetka hoosna ula raacaya boga marka aad wada dabooshid gogga oo idil sii daa farta bidix waxa aad arkeysaa qoraalkii oo wada haraysan.

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

.Guji **Edit**(wax kabadelid) I ku jira khaanada qalabka ee borogaraamka word

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

Hoos udhaadhac oo guji **Copy**



- 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.

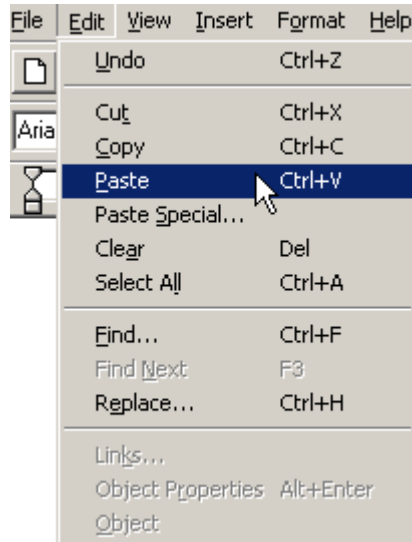
Ku laabo halkii aad larabtey in qoraalku kuu gu dego adiga oo gujinaya farta bidix mar qura.

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

Markale hoos udhaadhac oo tag **Edit** guji farta bidix.

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

Hoos u dhaadhac oo tag **Pste** guji farta bidix.



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

Qoraalkii aad guurineysey waa in uu ka muuqdaa meeshii aad u rabtey si fiican u akhri adiga oo saxaya wixii qaldan.

**Simple format.** You should create your résumé in the simplest *forma*\* 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.

**Hab Fudud.** Waa in aad u samaysataa tixraacaaga shaqo hab fudud oo laga furikaro goobkasta oo internet, goobaha qaarkood aexy adeegsadaan Qalabka sawira tixraaca shaqada, taas oo galinaysa tixraaca shaqadaaada. Qalabkan oo u shaqeeya si sahlan tixraaca shaqadaada. Sidan ayey u shaqaysaa barnaamijkaas.

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

Ku soo daji qoraalka tixraaca shaqqadaada, barnaamijka Word ee Kubyuutarka

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

Isticmaalka qaabka qoraalka fudud ee la yiraa Courier

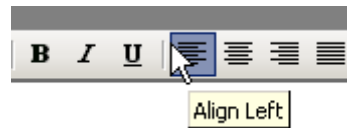


- c. Do NOT use “tabs.”

Xarfaha qoraalka aad ha u kala fogaynin

- 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).

Waa in dhamaan laymanka(xariijimaha) qoraalku ka bilowdaan dhinaca bidix

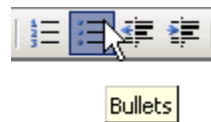


- e. Do NOT use **bold**, *italics*, or underlining. Use ALL CAPS for emphasis.

Ha madoobayn,hana adeegsan habka qoraalka liicsan (*Italic*)

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

Ha adeegsan dhibcaha qoraalada tiriya iyaga oo darandoori ah. A deegsado calaamadaha xidigaha lix geesoodka,u gaynta iyo ka jarta



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.

U kaydi qoraalka habka caadiga ama midka cufan

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

Hubi in ay wax waliba u qoran yihiin sidii aad ugu talo gashay.Ka dib xirr.

- i. Save any changes you made.

Kaydi wxii aad bedeshey.

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

<http://www.go2worksource.com> (select *résumé help*). Hadaad u baahato faafaahin dheeraad ah,oo kusaabsan sida loo qoro tixraacyada shaqada,booqo barta internetka ee **Rugta Shaqada**.Waxa ku gayn kara xidhiidhankan hoose

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

**TILMAAN:** Isticmaal qaab tixraac shaqeed qurxoon

## COMMON ONLINE APPLICATION QUESTIONS

### SUAALAH CAANKA AH EE CODSIYADA SHAQO EE INTERNETKA

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.

**Macluumaadka Shakhsiga ah.** Inta badan codsiyada shaqada ee internetka laga buuxiyaa, waxay ku wadiinayaan, taariikh aqooneed iyo shaqeedkaaga. Waxa loo baahanyay inaan ilaashato xogahaaga gaarka ah.

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>).

**Ka Digtoonow Burrcada Aqoonsiga;** Xadista macluumaadkaaga gaarka ahi waa suuro gal marka aad shaqo ka buuxinayso Internetka. Tuugta Internetka ka qaraabtaa, waxay xadi karaan Sagaalka nambar ee aqoonsigaaga gaarka ah, waxayna ku samaysan karaan, kaadh bangiyeed ay alaabo, adigoo ogayn. Qaabab kala duwana, oo kale way u isticmaalli karaan. Waxa kale oo talooyin ku saabsab sida loo gaashaamna karo arintaas ka heli kartaa, baraha internetka ururadan hoos ku qoran;  
<http://www.worldprivacyforum.org/jobscams.html>  
<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:

**Su'aalo iyo Jawaabo Kooban.** Codsiyada shaqooyinka qaarkood waxay ku waydiinayaan su'aalo kooban, haday ku waydiyaan, soo koob jawaabtaada, una six eel dheeriyi ku jirto.

**Kaga dayo tusaalayaashan hoos ku qoran:**

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

**S:** Maxaad u danaynaysaa inaad ka shaqayso shirkad ( ama meheradan )

**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.

**Jawaab;** Waxaan rabaa inaan idiinku shaqayeeyo, waxaan qiimeeyaa sida wanaagsan ee aad dadka ugu adeegtaan iyo tayada alaabada aad iibisaan.

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

S: Maxay tahay tayada aad is leedahay waa ku mutaysan kartaa shaqadan?

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.

Jawaab: Waxaan ka soo shaqeeyey,shirkad tan la mid ah dhawr sanadood,waan jecelahay khudaarta darayga ah.Waanan jecelahay dadka iibsada khudaarta cusub healthy foods for their families. I also enjoy working on my own and as part of a team.

**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.”

**TILMAAN** Ha dhihin “shaqadan waan u baahanany,waayo kiradii guriga ayaa la iga rabaa” ama”Ninkaygii ayaa ku nool dalkaygii hooyo,oo waa inaan taageeraa qoyskayaga

**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.

***Ka Tegista Shaqada*** Ka dib,marka aad qorto taariikh shaqeedkaaga ,waxa laga yaabaa shaqooyinka qaar inay ku waydiiyaan sababta aad shaqadaadii hore uga tagtey.

Koob jawaabahaaga,ha dhihin jawaabo dhaliil ah.Faahfaahin badan ha galin.

Adeegso erayada hoos ku qoran,kana fogow kuwa aan wanaagsanayan.

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

| Adeegso erayadan   | Ha adeegsan ereyadan   |
|--|--|
| <ul style="list-style-type: none"> <li>• Waxaan rabaa shaqo ka xiiso iyo xill adag</li> <li>• Waxaan rabaa shaqo aan qaadi karo masuuliyad balaadhan</li> <li>• Shaqadii horee joogto ma ahayn</li> <li>• Waxaan rabay inaan sameeyo isbadal shaqo iyo xirfadeed</li> <li>• Shaqo joogto ah ayaan rabaa</li> <li>• SHaqo la'aan</li> </ul> | <ul style="list-style-type: none"> <li>• waan nacay</li> <li>• waa layga eryey</li> <li>• Shaqdaa aad u adkayd Waan iskaga tagay</li> <li>• waa lay rukhsayyey</li> <li>• paylacagtu iguma filayn</li> <li>• aad bey u fogeys</li> <li>• aad bey u adkayd</li> </ul> |

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>).

### Iska ilaali Isir iyo dhaqan takoorka goobaha shaqada

Degmada King shaqooyinku kuguma takoori karaan,dhaqan,midab,diin,, halka aad ka soo soo jeedo,xaaldaada guur ama galmo,Guryahay qaybta sideedaad ee dawladu kabto. Ama xiriirka galmeed ee gaarka ah.

Shaqooyinku waxay ku waydiin karaan su'aalo kooban oo ku saabsan naafanimada iyo taariikh danbiyeedkaagii ,marka aad buuxinayso codsiga shaqooyinka .Waxa kale oo jira hadad dareento in lagugu duudsiyey waraysiga shaqada meelo looga dcawoon kaaro.Waxaana jira sharci arintaas laga soo saaray gobolka Washington.Waa Kan:

Washington Administrative Code, WAC §162-12-140 (find these regulations at <http://www.leg.wa.gov/legislature>).

- **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.

### Naafada:

Faahfaahin dheeraad ah oo ku saabsan takoorka ku salaysan naafada,kala xiriir waaxda Daryeelka iyo Codsinta ee gaabolka Washington;  
<http://www.wpas-rights.org/>, 1-800-562-2702 (TTY 1-800-905-0209)  
Sidoo kale Xafiska Sinaanta shaqo helista ee 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](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.

**Taariikh Danbiyeed:** Xafiiska daryeelka iyo ilaalinta xuquuda aadanaha ee Seattle, waxaad ka heli kartaa macluumaad qiimo badan oo ku saabsan sidaa uga gaashaaman lahayd arimaha duudsigaa shaqada ku salaysan, kala xiriiri xidhiidhkan hoos ku lifaaqan;

[http://www.seattle.gov/civilrights/documents/CriminalRecordsfact\\_sheet.pdf](http://www.seattle.gov/civilrights/documents/CriminalRecordsfact_sheet.pdf).

Ama xafiiska gobolka ee xuquuda aadnaha

- **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).

***Danbi Baadhis:***

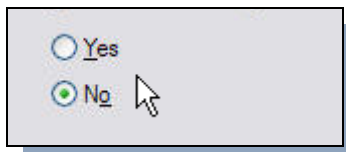
Inta badan shaqooyinku waxay soo baaadhaan taariikh danbiyeedka qofka shaqada codsanaya. Hadii aad wax su'aal ah booqo <https://watch.wsp.wa.gov/> and select “FAQ” from the left menu (Frequently Asked Questions)

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.

**Buuxi khaanad kasta inta aadan u gudbin bogga kale ee codsigaaga.** Xadii aad furatay xisaab waxaa suurta gal ah in aad dib igu laaban kartid meelihii aad soo dhaaftay, Laakiin goobkasta oo internet taas ma ogola marka ha kategin meel banana.

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.”

**Dooro hal goobaabin ama sntuukh.** Badanaaba codsiyadu wexey ku weydiinayaan in aad dooratid hal jawaab waa in aad doorataa mid qura hadii ey kuu banaantahay hal jawaab ka badan su'aasha ayaa kuu sheegeysa.



## SUBMITTING YOUR APPLICATION

### GUDBINTA CODSIGAAGA

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.

**Hadii ey suurta gal tahay kaydso hawshaada.** codsiyada laga buuxiyo internetka qaarkood weey ogolyihiin in aad hawshaada kaydsatid adiga una soo laaba tid mar kale.hase u malayn in taasi suurta gal tahay had iyo goor.

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.

**Sumad.** Waxey u dhigantaa saxiixaaga, codsiyada qaarkood wey ku weydiin karaan iyaga oo hubinaya xugta aad soo gudbisey. Waa lagama maarmaan in aad run ka sheegto waxkasta oo aad qortay.

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.

**Badhanka gudbinta.** Marka aad hawshaada bogato qayx oo guji badhanka gudbita, lasoco in aadan wax ka bedilikarin qoraalka marka aad gudbiso.

Submit



# COMMUNICATING BY EMAIL WITH EMPLOYERS

## EMAIL KALA XIRIIRKA GOOBHA SHAQADA

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.

**U foajignow emailada ansixinta.** Marka codsigu ku weydiyo emailkaaga filu in uu kaaga iman doono email goobtii aad shaqada weydiisatey, kaas oo ansixinaya in codsigaagii gaarey.

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:

**Jawaab celita emailka goobaha shaqo.** Marka codsigaagu gaaro gobta shaqada waxaa laga yaabaa in uu ku soo gaaro email labaad oo kuu dhigaya ballan waraysi markaasi jawaab celintaadu waa in wy tahay mid u eg tan hoos ku tilmaaman.



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.

**Fiio Gaar ah;** Sawirada gaarka ah, sida wajiyada qoslaya, muuqalada is laba rogaya, iyo midabada faraha badan waa, in aad ka fogataat

# TECHNICAL PROBLEMS



CILADO FARSAMO

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.

## ***Wakhti Baylihin;***

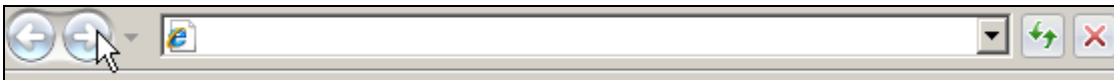
Waxa laga yaabaa in uu wakhtigii codsiga shaqada loogu talagalay kaa dhaaamto,hadii ku dheeraato buuxinta codsiga shaqmo mudo aad u dheer.

Si aanu kaaga lumin codsigaagu waxa haboon in taabato badahan kaydiyaha marka aad 2-5 wax qortaba.

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.

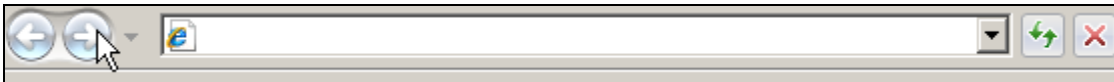
**Sugid.** ,waxa laga yaabaa inay wakhti qaadato,inta codsigii shaqada kubyiitarku kuu soo saarayo ama dirayo.Hadaba calaamadaha hoos ku xariiqani waa astaamaha lagu garto marka kubyuutarku shaqo ku maqanyahay

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.

## **Badhamada hore iyo gadaal u kexeeya boga Comuterka ama codsiga shaqada;**



Hadaba waxaad gujisaa bogaga (previous” or “next”) oo ah badhanka hore iyo xiga

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.”

### **Callamada iyo khadka guduudan(cas)**

Hubi codsiga aad buuxisay inta aanad gujin,badhanka *Xiga* ama *Gudub*.Hadii aad khladanto ma aad ka boodo meelaha qaar,uma gudbi karaysid qaybaha kale,ee arjigaaga.

Waxaad arki doontaa meelaha kaa qaldan oo kubyuutarka ayaa kuu tilmaamaya,isaga oo tilmaan gooni a u yeelay( inta badan guduud

## **FINDING COMPUTERS TO USE IN YOUR COMMUNITY COMPUTERO AAD ADEEGSATID KA HELI KARTID**

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/>.

Hadii aananad haysan kubyuutar ama uu kaa xunyahahay.Magallada S eattle waxa ay leedahay xarumo computer oo tiro badan.Sida maktabadaha ,xarumaha dadawayanaha,iskuulada ,goobahah cibaadada,iyo meele kale oo badna oo u furan dhamaan adeegsiga guud.

Hadaba u raadso meelahaas hadaad u baahatid computer aad adegsatid.

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

## GLOSSARY

1. **Agent:** Some websites call your account, your “agent.”  
**agent.**”Wakiil: goobaha internetka qaarkood wexy ku magcaabaan xisaabtaada.
2. **Arrest:** When officers of the law take a person into legal custody.  
**Sooxirid:** marka qofka dambi askari ku soo xiro.
3. **Background check:** **dambi baaris:** 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:** **Bandhig:** The “button” a person uses to find and upload files as an attachment to an online job application or email.
5. **Browser:** **Bandhige:** Lets you search for and open documents and websites on the internet.
6. **Conviction:** **Dambi ku cadayn:** When a court finds you guilty of a crime, you are “convicted.”
7. **Cover letter:** **Warqad tilmaan ah:** 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:** **taariikh dambiyeed:** A person’s record of criminal activity.
9. **Cursor:** **Halka qoraalku ka bilaydo:** The blinking line where you can begin typing.
10. **Disability:** **Naafa nimo:** 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:** **Jiidis:** When you physically move your mouse while holding the left button down, creating highlighting or moving an object on your computer screen.
12. **Field:** **Kob :** A space for typing information in an online application.

13. **Font: Hab qoraal:** A style of letter type, like Times New Roman or Courier.
14. **Format: Qaab iyo muuqaal:** The style and layout of a document.
15. **Highlight: Harayn ama sibaaq:** To color certain text grey, black, or another color so that you can cut, paste, or copy it.
16. **Home page: Bogga koowaad:** The first or main page of a website, used give basic information about the site or the company.
17. **Initials: Suamad :** 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: Erey fureama hal qabsi:** A word an employer uses, like "clerical," to categorize applicants and match them with available jobs.
19. **Link: Xiriiriye :** A word or picture that when left clicked (or selected) takes the user to another web page.
20. **Load: Kurarid ama ku dejin:** When an operating system reads a program, a web page, or a file and opens or makes it run.
21. **Login name: Magaca adeegsadaha:** A username, used to get into your online account.
22. **Mouse: Gacanta comuterka:** 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: Hab hawlgal:** The software that runs programs on computers. Operating systems include Microsoft® Windows® XP® or Apple® Computer's OS, among many others.
24. **Password: fure gaar ah oo ereya ka kooban:** A secret set of letters, numbers, and/or symbols created and used to access online services like email or other online accounts.
25. **Profile: Profile:Macluumaad shakhsi ah:** Your personal information, usually including your resume information. It can also be used to mean "username."
26. **Register: Diiwaan gelin ama is qorid:** To enter your name and information into a computer system.
27. **Select: Dooro :**To left-click on a word or a picture that links you to another page, or to highlight text.

28. **Search engine: Adeegaha baarista:** Systems like Google, Alta Vista, and Excite that allow computer users to search for documents and websites on the internet.
29. **Text boxes: lamid yahay Kob:** See “field” (above).
30. **Time out: Waqti baylihin:** When you exceed a time limit.
31. **Toolbar: Saabka laga heloqalabka adeegsiga word:** Where the icons are located at the top of your word document or web browser.
32. **Upload: Rrid sida rarida saababka word:** To move a file (like a word document) from one system, disk, or computer to another.
33. **Username: magaca adeegsadaha:** A personalized set of letters, numbers, and/or symbols. It is not secret like a password.
34. **Voicemail: fariin coded: telefoonka:** A recorded phone message.