



EMPLOYMENT IN ALBEMARLE COUNTY

A Publication for ESOL Residents in Albemarle County

How To Find A Job

There are many resources and companies available in the Charlottesville/Albemarle area that will help you with your job search. Before beginning, you must make some decisions that will narrow your search and make it easier.

Decisions

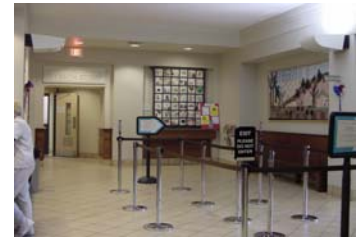
First, you must decide what type of work you would enjoy doing. Also, determine if you have significant experience in a certain field that will help you get that job. After you have decided what you would be good at doing, you must determine which hours will best suit your needs. Can you only work days, or are you available to work evenings, nights, and weekends as well? Is transportation a problem? Childcare?

Once you know your priorities, the

type of work you would like to do, and the hours that you are available, you can begin your job search.

The Search

One place to start looking for a job is in the Classifieds section of the local newspaper. For Charlottesville and Albemarle, *The Daily Progress* Sunday edition offers the largest listing of ads, or visit them online at www.dailyprogress.com. Also, the Virginia Employment Commission (V.E.C.), can be of great help in your job search. They have specialists who can provide you with assistance for searches and job placement. They also offer seminars in résumé writing, interview skills, and other helpful tips. More detailed information on VEC can be found at www.vec.state.va.us. If you have a computer, the search becomes easier. A lot of information about job availability, filling out ap-



Employment Office

plications, how to write a résumé, etc. is available on the World Wide Web. Try this site: www.ccps.virginia.edu/career_prospects/ Do not forget that you can always count on the help of your friends. Tell everybody you know about your job search. This type of networking can also be a very effective method of finding a job.

How To Write A Résumé and Cover Letter

Having a well-written and organized résumé is the first step in finding a job. A résumé is a chronological listing of your most important work, education, and other experiences. It tells potential employers what they need to know to consider hiring you to work with their organization. Don't confuse a résumé with a curriculum vitae (c.v.) or a biography. A résumé should be a single page if possible. Occasionally, a person with a long work history will have a two-page résumé; however, you should try to keep it on one page. Think of it as a photograph of who you are and what you can do.

Importance of a Résumé

A résumé is a very important tool for you in your job search. Potential employers often require one. Many times the most difficult part about finding a job is getting the first introduction to the employer. This is often called, "Getting Your Foot in the Door." Many times, a résumé is the only way to do this. It is your introduction that may result in an interview. Employers use information on the résumé together with the applica-

tion form to screen out the large numbers of applicants for a single job. So, it is important to have a good résumé. It will not guarantee you a job, but it can help you "get your foot in the door."

You should have many copies of your résumé. Give a copy to everyone you contact about a job. You can either give one in person by visiting the job site, or you can mail a copy to the employer. It is often very difficult to contact potential employers by phone, so you should send a résumé. Even if you are told that a company is not hiring at the present time, leave a copy of your résumé with the receptionist and ask if they can keep it on file.

A good résumé contains the following information:

- Personal Information – Name, address, phone number, email, etc. DO NOT include marital status, sex, number of children, etc.
- Job Objective – What do you want to do?
- Educational Background – For foreign education, be sure to make it clear by translating the level of edu-

cation into language that Americans can understand. For example, "gymnasium" and "college" are words that have very different meanings in different languages. List the school and its location, any degrees or diplomas received, and the date of graduation. Don't forget to include any English as a Second Language classes you have attended in the United States. This is very important.

· Work History – Where have you worked? Include the name and location of the firm and a short description of the job. Include also the dates that you worked there. Start with the most recent job and work backwards to the first job.

If you have little or no experience, be sure to include any volunteer work and internships or unpaid work for an organization.

· Special Skills or Interests – Include any language capability and describe proficiency. Also include any technical skills you have and be as specific as possible. You should not simply say, "I can use a computer." Be more specific and list the programs you have used.

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**Charlottesville City
Hall
Located on the
Downtown Mall**

Sample Résumé Format

John Brown
123 Apple Tree Lane
(555) 987-6543

Summary:

Motivated, flexible individual with experience in customer service and data entry.

Objective:

Receptionist Position with ABC Company.

Work History:

GEF Corporation, Lima, Peru 1999-Present
Customer Service Representative.
Filing, Answering Phones, Typing, Billing, and Data Entry.

HJJ Incorporated, Lima, Peru 1995-1999
Receptionist
Answering a Multi-line phone, customer service, and Data Entry.

Education:

ESL Classes through Albemarle Adult Education
Apple Tree High School Graduated 1994

References:

John Doe, GEF Corporation 123-4567
Jane Doe, HJJ Incorporated 234-5678
Mary Doe, Albemarle ESL Teacher 987-6543



Starting Your Own Business

For information about starting your own business, contact one of the following organizations:

- www.charlottesville.org
- www.score-494.org

For more helpful information about small businesses, please visit one of the following sites:

- www.avenue.org/business.htm
- www.cvillechamber.org
- www.osha.gov/SmallBusiness
- www.toolkit.cch.com
- www.dba.state.va.us/smddev
- www.smallbiz.biz.findlaw.com
- www.sba.gov
- www.asbaonline.org
- www.asmallbusinessdirectory.com

How To Write A Résumé, Continued

Finally, you should include at least three references. Sometimes a résumé will simply say, "References will be furnished on request." That is fine, especially if you have little space to add the names and addresses of your references.

There are many different styles of résumés and you should work hard to make yours stand out in some way. But remember it is a professional document. Don't put graphics and don't use brightly colored type or paper.

There are many excellent sources of

information about résumé preparation. You may want to visit the library or search on the web for ideas. At the Jefferson-Madison Regional Library there is an excellent brochure entitled, "How To Land That Job." This brochure contains a list of books on résumés, cover letters, and interviews that different libraries in this area have. Microsoft Office Tools offers résumé templates that may be helpful. When you have completed your résumé and are ready to send it out, you must then prepare a **cover letter**.

This is simply a short letter to the potential employer explaining why you are writing and enclosing your résumé. Most books on preparing a résumé also include information on cover letters. Remember to keep it short. Do not repeat all of the information that is included in your résumé. Use polite language and correct form. With a good cover letter and a professional looking résumé, you should be able to "get your foot in the door" and that is the first step in getting a job.

Interview Tips

If you have been called for an interview, you have "gotten your foot in the door." You should go into the interview with a positive attitude and present yourself as the best person for the job.

Helpful Hints

If you want to make a good impression at your interview, you need to do some homework.

First, you need to find out as much as possible about the company and the position that you are interviewing for. The interviewers will be impressed by your knowledge, interest, and motivation. Also, you will be able to explain to them exactly what you can offer to the company if you get the position.

It will be helpful for you to find typical questions that are asked during interviews. These are available on the Web or you can go to the library or the nearby bookstore. Practice

your answers to all typical questions with your relatives or friends. Be prepared to clearly explain your experience and why you think you will be the best candidate for the position.

You should prepare a list of questions to ask the employer, either about the company or about the position that you are interested in.

You should bring several copies of your résumé printed on professional grade paper as well as a list of references (usually three).

You need to dress professionally and comfortably. Don't forget that you will be evaluated somewhat by the clothes that you wear. Take a shower before you go and do not forget to use your deodorant. A straightforward business suit is recommended for women. Be very moderate with your make-up and especially with your perfume. Your hair and

fingerails should be well groomed and you should wear simple jewelry. Men should wear a clean, ironed shirt, simple jacket or business suit, and a conservative tie. Face should be clean-shaven, or trimmed, and hair and fingerails should also be well groomed. Don't forget to polish your shoes.

Being on time is a very important issue. You should arrive 10 to 15 minutes before your interview.

Be prepared to talk about yourself for a few minutes at the beginning of the interview.

Smiling occasionally during the interview will show that you are attentive and interested in the conversation.

Sending a thank you note after your interview is also considered an appropriate thing to do. This shows your continued interest in the position and thanks the employer for their time.

How To Keep A Job

Once you have successfully interviewed and completed the hiring process, the time comes when you are employed and must keep your job. In order to make your employer happy, there are a few guidelines you should follow.

Dependability and a Positive Attitude

First, always be on time and be dependable. Employers will not be impressed by someone who is continuously late and unreliable. You should be courteous and have a positive attitude. Your employer and co-workers will notice your upbeat personality and appreciate it. This will also help you to develop many positive relationships at work.

Creativity

Being creative and sharing your new ideas will show your employer that you are interested in the job and are looking for ways to improve and excel while working there. Also, you should always try to learn new things. This will show your employer that you are taking the initiative to improve your work and capabilities.

Honesty

Always be honest. If you are always truthful and reliable, your employer will know that he or she can rely on you and trust you. Honesty is one of the qualities that all employers expect from their employees.

Efficiency

While at work, you should always be

efficient and avoid wasting time.

Employers do not want to keep employees that waste company money by being inefficient and unproductive.

Professional Image

When you arrive at work, you should be well groomed and professionally dressed. You and your clothes should be clean and well kept. This image will show your employer that you care about your job and you take your work seriously. You should always be ambitious and try to solve problems that arise on the job. Use your imagination and find ways to help others with their work. If you are always helpful, courteous, and honest, your employer will know that he or she has a very valuable employee.

Handling Problems On The Job

There are many different problems on any job that you may encounter and have to deal with. Communication Problems, Sexual Harassment, Career Concerns, Conflicts with Supervisors, Wage Problems, Discrimination, and Feelings of Inadequacy are just a few that may affect you.

If you are experiencing problems with coworkers, the best thing to do is to approach your manager about the situation. He/she should be able to help you to straighten out the problem. If the manager does not help you with the situation, you should contact one of the local offices mentioned below and they will provide information and support to you.

In Virginia, you can apply to the VA Department of Labor and Industry (DOLI) for assistance. Through DOLI you can learn how to fill out a claim for unpaid wages, discrimination complaint forms, health benefits forms, and other forms related to your job. You can also review the Labor and Employment Law, find out about the Apprenticeship Program, as well as access other interesting informa-

tion. Their office address is:
U.S. Department of Labor
Powers-Taylor Building
13 South 13th Street
Richmond, VA 23219
Phone: (804) 371-2327
www.dli.state.va.us/.

If you feel that you are being discriminated against because of age, race, etc., or you feel that you have been sexually harassed, you need to contact the Equal Employment Opportunity Commission. They have a toll free telephone number, 1-800-669-4000, where you can receive answers to any of your questions. Refer to the link: www.eeoc.gov/ and you can find additional information about this department and what they can help you with. Also, listed are types of discrimination related to immigrants, as well as answers to frequently asked questions that can help you protect yourself against discrimination.

If you are injured on the job, and are having insurance difficulties, you should contact the Virginia Workers' Compensation Commission:

1000 DMV Drive,
Richmond, VA 23220
Phone: (877) 664-2566
You can visit the website
www.vwc.state.va.us/ in order to find additional addresses located close to your residence.

There are people who help immigrant workers find attorneys to represent them in court, explain their rights to them, and give them helpful advice.

The local offices of Legal Services for Albemarle County, Charlottesville, and Central Virginia are:

Central Virginia Legal Aid Society
1000 Preston Ave., Suite B
Charlottesville, VA 22903
Phone: (434)-296-8851

Legal Aid Justice Center
1000 Preston Ave., Suite A
Charlottesville, VA 22903
Phone: (434)-977-0553.

Employment and Worker's Rights

The Federal and State Governments have implemented certain laws that protect people from being over-worked, underpaid, and mistreated by their employers. These laws protect all who work in the United States and it is important that you know what your legal rights are.

Wage and Hours

The Fair Labor Standards Act (FLSA) sets standards for wages and overtime pay. The act is administered by the Wage and Hour Division of the Employment Standards Administration (ESA). It requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage (\$5.85/hour) and overtime pay of one-and-one-half-times the regular rate of pay for additional hours worked after the initial 40 per week. For nonagricultural operations, it restricts the hours that children under age 16 can work and forbids the employment of children under age 18 in certain jobs deemed too dangerous. For agricultural operations, it prohibits the employment of children under age 16 during school hours and in certain jobs deemed too dangerous.

Workplace Safety and Help

The Occupational Safety and Health

Act (OSH) is administered by the Occupational Safety and Health Administration (OSHA). Employers covered by the OSH Act must comply with the regulations and the safety and health standards promulgated by OSHA. Employers also have a general duty under the OSH Act to provide work and a workplace free from recognized, serious hazards. OSHA enforces the Act through workplace inspections and investigations. Compliance assistance and other cooperative programs are also available.

This information was obtained from the following website:

www.dol.gov/opa/aboutdol/lawsprog.htm

Worker's Compensation

The Worker's Compensation Act provides a no-fault remedy for workers who are injured in their employment. "No-fault" simply means that the injured worker does not have to prove that their work injury was someone else's fault in order to receive workers' compensation benefits for an on-the-job injury. However, the worker must establish the conditions for compensability set out in the Act before he or she can recover benefits. When compensability of a work-

related injury is established, the employer becomes liable for payment of the benefits provided in the Act. Generally, employers secure this liability by purchasing workers' compensation liability insurance. In cases where the employer has this insurance, benefits are generally paid by the insurance company directly to the injured worker. Today, over three million workers, approximately 98 percent of Virginia's workforce, are covered by workers' compensation insurance.

From its inception, the Act was intended to provide a comprehensive benefit structure for injured employees. It provides wage loss benefits as well as reimbursement for medical expenses related to the compensable injury. The Virginia Workers' Compensation Commission administers the provisions of the Act generally, and acts as an adjudicator where a dispute arises between the parties as to workers' rights or employers' obligations.

This information was obtained from the following website:

www.vwc.state.va.us/act.htm

For more detailed information on worker's rights and employment laws, please visit either of the previous webpages listed.

Employment Resources

Discrimination and Sexual Harassment:

Equal Employment Opportunity Commission, Richmond Office
830 E. Main Street
Richmond, VA 23230
Phone: (804) 771-2222

Wage Problems

U.S. Department of Labor
Federal Building, Room 416
400 N. 8th Street
P.O. Box 10005
Richmond, VA 23240
Phone: (804) 771-2995

VA Department of Labor and Industry
135 13th Street
Richmond, VA 23219
Phone: (804) 371-2327

Injury on the Job

Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
(877)664-2566

Unemployment and Job Services

Virginia Employment Commission
400 Preston Avenue
Charlottesville, VA 22902
Phone: (434) 984-7630

Family and Medical Leave

U.S. Department of Labor
Federal Building, Room 416
400 N. Street
P.O. Box 10005
Richmond, VA 23240
Phone: (804) 771-2995

Legal Services

Central Virginia Legal Aid Society
1000 Preston Ave. Suite B
Charlottesville, VA 22903
Phone: (434) 296-8851
www.cvlas.org

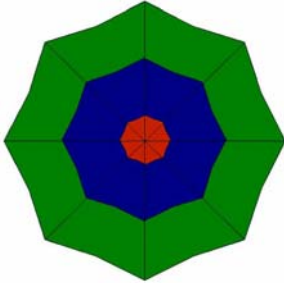
Legal Aid Justice Center
1000 Preston Avenue, Suite A
Charlottesville, VA 22903
Phone: (434) 977-0553
www.justice4all.org

Statewide Legal Aid Helpline
1-800-552-7997
www.VaLegalAid.org

Beware of Work at Home Scams—You should NEVER have to send money in order to get a job!

EMPLOYMENT IN
ALBEMARLE COUNTY

The Web Project



907 Henry Avenue
Charlottesville, VA 22903

(434) 296-3872 ext. 2
rsnider@k12albemarle.org

WE'RE ON THE WEB!
WWW.WEBESL.COM

"We Expect Success"

Social Security and Unemployment

Most employees are covered by the Federal Social Security Act, which provides health, disability, and retirement benefits. These benefits are based on the employee's income and number of years worked. **Social Security** is deducted from the employee's pay, but the employer matches that amount. If you are self-employed you must pay the entire amount. Social Security and Medicare are usually identified as FICA on a pay-slip. Additionally, most employers pay the State and Federal Governments for **Unemployment Insurance** benefits. There are no deductions from your pay for these benefits, which protect you if you lose your job through no fault of your own. If your company goes out of business, for example, you can apply for Unemployment Benefits through the Virginia Employment Commission on Preston Avenue.

Benefits Packages

When applying for a job, you should consider not only the salary/pay the job offers, but also any benefits you may receive. A good benefits package could increase your total compensation by 20—25%. Typical benefits packages include: **Paid Holidays, Vacation Time, Health Insurance, Retirement/Savings Plans, Personal Days** (paid time off to take care of personal business), **Group Life Insurance**, and **Worker's Compensation**.



The Albemarle County Office Building

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The information contained herein is intended for general informational purposes and guidance. Mention of a particular institution, vendor, or service does not imply endorsement on the part of Albemarle County or Albemarle County Schools.

Major Employers in the Area

City and County Government
Crutchfield
GE/Fanuc Automation
Klockner-Pentaplast
Martha Jefferson Hospital
Michie Company
Piedmont Virginia Community College
Embarq
State Farm Mutual Insurance
University of Virginia
University of Virginia Health Systems



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