

Zoo siab tos txais

rau ntawm Qhov Chaw
Nrhiav Hauj Lwm

Nrhiav hauj lwm?

*Nrhiav seb txoj dej
num twg zoo?*

*Xav tias yuav mus
kawm ntawv?*

**Qhov Chaw Nrhiav Hauj Lwm
ntawm Sun Ray Branch Tsev Qiv
Ntawv yog qhov chaw rau koj!**

**Koj yuav nrhiav tau cov lus
qhia dawb, cov chav kawm
thiab technology — tsim tag nrho
los pab koj kom koj tau txoj hauj
lwm thiab dej num uas koj xav tau.**

Tuaj xyuas hnuv no!

**Yog xav paub ntxiv, hu rau
Sun Ray Branch Tsev Qiv Ntawv ntawm
651-501-6300**

2105 Wilson Avenue, St. Paul, MN 55119

Qhov Chaw NRHIAV HAUJ LWM

SIJ HAWM

Zwj Hli (Monday) – Zwj Teeb (Thursday):

10:00 teev sawv ntxov - 9:00 teev tsaus ntuj

Zwj Kuab (Friday) thiab Zwj Cag (Saturday):

10:00 teev sawv ntxov - 5:30 tsaus ntuj

Zwj Hnuv (Sunday): 1:00 teev tav su - 5:00 teev tsaus ntuj

QHUV QHIA KEV MUS

Tuaj Sab Hnuv Tuaj

Taug 1-94 mus tawm rau McKnight Road. Lem sab xis ces mus
qaum teb ntawm McKnight li 1 nplav ntev ces lem sab laug ntawm
Wilson Avenue. Tom qab ob nplav kev luv luv, mus ib nplav kev
ntev ntxiv kom txog rau lub tsev qiv ntawv nyob rau koj sab xis.

Tuaj Sab Hnuv Poob Tuaj

Taug 1-94 mus tawm rau Ruth Street. Lem sab laug ntawm Ruth
Street ces mus ob nplav kom txog Wilson Avenue. Lem sab xis
ntawm Wilson Avenue ces mus ib nplav kev ntev kom txog rau
lub tsev qiv ntawv nyob rau koj sab laug.

Sun Ray Branch Tsev Qiv Ntawv

2105 Wilson Avenue, St. Paul, MN 55119

www.sppl.org

651-501-6300

THE SAINT PAUL PUBLIC LIBRARY

WORKplace

Your connection to job, career and small business resources

SAINT PAUL TSEV QIV NTAWV RAU PEJ XEEM CHAW NRHIAV HAUJ LWM
Koj txoj kev xyuas rau hauj lwm, dej num thiab cov kev pab cuam rau lag luam me



**SAINT PAUL
PUBLIC
LIBRARY**
An agency of the City of Saint Paul

SAINT PAUL TSEV QIV
NTAWV RAU PEJ XEEM
Chaw Nrhiav Hauj Lwm



**INSTITUTE of
Museum and Library
SERVICES**

LUS KODM RAUM NTAWV Tsev Khas Khas
Qab Hnuv Tsev Qiv Ntawv QIV KEV PAB

The Institute of Museum and Library Services (IMLS) is a federal agency that provides leadership and support for the nation's libraries, museums, and archives. IMLS is committed to the preservation and promotion of our nation's cultural heritage and to the advancement of the field of library and museum studies. IMLS is also committed to the advancement of the field of library and museum studies.

Lwm cov kev pab ntxiv yog muab los ntawm Trillium Family Foundation.

THE SAINT PAUL PUBLIC LIBRARY

WORKplace

Your connection to job, career and small business resources

SAINT PAUL TSEV QIV NTAWV RAU PEJ XEEM CHAW NRHIAV HAUJ LWM
Koj txoj kev xyuas rau hauj lwm, dej num thiab cov kev pab cuam rau lag luam me



Qhov Chaw NRHIAV HAUJ LWM SUN RAY BRANCH TSEV QIV NTAWV

Qhov Chaw

NRHIAV HAUJ LWM

*Los pab kom koj tau txog hauj lwm
thiab dej num uas koj xav tau*

Nrog ib tug kws txawj ntse txog kev nrhiav hauj lwm tham

Tuaj nrog ib tug kws tawm tswv yim txog hauj
lwm uas tuaj ntawm Goodwill/Easter Seals

Foundation tuaj tham thaum teem lawv tuaj
nyob ntawm qhov chaw qiv ntawv. Tau cov
lus teb rau cov lus nug txog seb yuav
nrhiav hauj lwm li cas, yuav teev daim
ntawv thov hauj lwm li cas thiab seb
yuav sau daim ntawv qhia txog cov hauj
lwm tau ua yav dhau los (resume) thiab
tsab ntawv sau nrog (cover letter) li cas.
Pub dawb. Tsis tas teem sij hawm li.
Hu rau 651-501-6300 yog koj xav
paub ntxiv.

Mus kawm cov chav qhia dawb

Cov chav qhia txog dej num thiab kev nrhiav
hauj lwm muaj qhia txog xws li cov tswv yim
nrhiav hauj lwm, kev sau daim ntawv qhia txog cov
hauj lwm tau ua yav dhau los, kev sib qhia tswv yim
(networking) thiab kev sib nug tim ntsej tim muag txog
hauj lwm (interviewing), ua ib tug email thiab tshaj tawm
txog koj tus kheej kom zoo kom txuas tau nrog cov chav
ua hauj lwm. Tag nrho cov chav kawm yog kawm dawb.

Siv cov computer thiab kev xa ntawv hauv xov tooj dawb

Thaum koj nrhiav ib txoj hauj lwm, koj siv tau qhov chaw
siv computer uas muaj Internet tseg rau cov neeg siv Qhov
Chaw Nrhiav Hauj Lwm. Tseem muaj kev xa ntawv hauv
xov tooj rau cov neeg nrhiav hauj lwm.

Tsim koj lub hom phiaj ua hauj lwm uas haum rau koj

Nrhiav seb koj txawj dab tsi, seb nyiam ua cov dej num dab
tsi, thiab seb yuav haum rau cov dej num twg thiab cov kev
kawm twg hauv Minnesota Cov Lus Qhia Txog Dej Num
(Minnesota Career Information system - MCIS), tsim los
ntawm Minnesota Chaw Xyuas Txog Kev Kawm Ntawv
(Minnesota Department of Education). Nws yog ib qho kev
siv hauv Internet uas muab cov lus qhia txog dej num, kev
kawm thiab hauj lwm tso rau hauv ib qho twj ntxaws thiab
siv yooj yim. Nrog MCIS, koj yuav tsim tau koj lub hom phiaj
ua hauj lwm thiab kev kawm nrog rau kev xyaum uas koj yuav
tsum tau muaj kom mus txog qhov ntawd.

- Kawm txog cov hauj lwm
- Nkag siab txog cov kev xaiv
ntawm cov kev kawm
thiab cov kev xyaum
- Tshawb fawb txog
cov tsev kawm
ntawv qib siab
thiab cov tsev
kawm hauj lwm
- Nrhiav cov kev pab
nyiaj pub dawb mus
kawm ntawv thiab
tsoom fwm cov kev pab
nyiaj mus kawm ntawv
- Pib nrhiav hauj lwm thiab ua
ib daim ntawv qhia txog cov hauj
lwm tau ua yav dhau los

Nrhiav cov phau ntawv, cov magazines, DVDs thiab ntau yam ntxiv

Qhov Chaw Nrhiav Hauj Lwm muaj ntau cov ntau ntawv,
nrog rau cov phau ntawv, cov ntawv taw qhia thiab cov phau
ntawv qhia, magazines, yeeb yaj kiab thiab DVDs, hais txog
cov dej num, kev nrhiav hauj lwm thiab ntau yam ntxiv.
Muaj ntau cov uas yuav qiv tau mus saib uas siv koj daim
khaj qiv ntawv saib.



Cov kauj ruam ua kom nrhiav hauj lwm tau zoo...

- **Tsim ib lub hom phiaj nrhiav hauj lwm** uas muaj koj
cov hom phiaj thiab cov kauj ruam uas yuav ua mus kom txog
qhov ntawd.
- **Muab cov ntau ntawv tseem ceeb** txog kev teev ib
daim ntawv thov hauj lwm thiab kev tsim daim ntawv qhia txog
cov hauj lwm tau ua yav dhau los, xws li koj tus zaum pua cev
(social security number) thiab cov hnub tim uas kawm ntawv
tiav coj los tso ua ke.
- **Npaj kom txhij.** Siv ib daim ntawv qhia caij nyoog txhua
hnub, los yog lwm cov twj, los ceev cov neeg uas koj tau tham
nrog thiab cov tswv yim uas lawv tau tawm.
- **Nrhiav seb qhov yuav coj mus rau txoj hauj
lwm yog qhov twg.** Txuas lus twj ywm nrog cov
koom haum, cov neeg uas muaj hauj lwm ua,
thiab txhua tus neeg uas yuav pab tau koj nrhiav
txoj hauj lwm los sis cov hauj lwm koj xav tau.
- **Xyuas cov chaw ua hauj lwm uas
tej zaum yuav xav mus ua.** Xyuas seb
qhov chaw ua hauj lwm ntawd ua hauj lwm
dab tsi los yog muab kev pab dab tsi ua
ntej koj thov hauj lwm. Li ntawd, koj yuav
paub txuas los nug cov lus nug ntse thiab
ua rau luag saib koj rau qhov zoo.
- **Sau ib daim ntawv qhia txog cov
hauj lwm tau ua yav dhau los uas
zoo** uas qhia txog qhov koj txawj ua tshaj,
tau ua cov hauj lwm dab tsi yav dhau los,
kev kawm ntawv, thiab cov txuj ci uas muaj.
- **Npaj mus sib tham tim ntsej tim muag
txog hauj lwm (interview).** Npaj seb tus kheej
yuav ua li cas thiab li zoo rau cov neeg yus mus tham
nrog thiab thaum lub sij hawm mus sib tham tim ntsej tim
muag txog hauj lwm.
- **Taug qab nrog rau tus tswv hauj lwm.** Sau ntawv los
yog hu rau cov neeg koj tham nrog uas qhia tias koj ua tsaug
rau lawv txoj kev pab. Nws tseem yog ib lub tswv yim zoo uas
xa ib co ntawv ua tsaug rau cov tuam txhab uas koj mus tham
tim ntsej tim muag nrog los yog rau cov neeg uas koj siv ua
pov thawj.

Hu tuaj yog xav paub ntxiv...

651-501-6300

Sun Ray Branch Tsev Qiv Ntawv
2105 Wilson Avenue, St. Paul, MN 55119