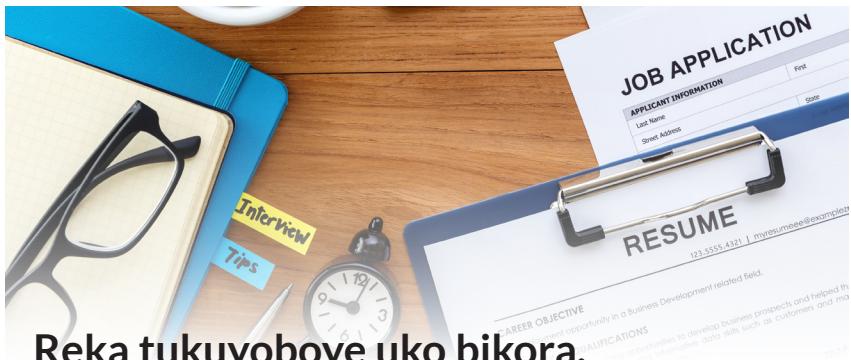


# Inama ku mwirondoro



Reka tukuyoboye uko bikora.

## Icyo gukora

- Shyiramo amakuru nyayo ajyanye n'akazi uri gusaba .Shimangira ubumenyi bwawe.
- Koresha amagambo y'ingenzi guturuka mu itangazo ry'akazi igihe wandika umwirondoro wawe .
- Shyiramo amakuru y'akazi ukora ubu: aho ukora, Igihe umaze uhakora, inshingano cyangwa ibyo wagezeho.
- Shyiramo amakuru y'amashuri wize.
- Andika umwirondoro wawe uhereye inyuma,bitondeke uhereye ku wa umwanya w'akazi uherukaho.
- Shyira Izina ryawe n'amakuru yuwo bagushakiraho aho bizaba bigaragara neza. Ibi bigomba kuba birimo amazina yose, aderesi, numero ya telefoni na imeli.
- Uyigire ngufi (hagati ya paji 1-2).
- Koresha urupapuro rwa 8.5" x 11" mu kwandika umwirondoro ukomeze uburyo bw'imiterere bugaragara.
- Buri gihe ushiremo inyandiko isaba igihe wohereza ubutumwa cyangwa imeri y'umwirondoro wawe. Ishobora kuba mu bigize ubutumwa bwa imeri ubwayo.
- Sanisha umwirondoro wawe na buri kazi uri gusaba.



## Icyo utagomba gukora

- Ntugakoreshe impine (usibye gushyiramo inyuguti itangira izina ryo hagati no kubyerezero by'ahantu muri aderesi nka).
- Ntuka vuge umushahara wifuza cyangwa amateka yawo. Niba ubisabwe, bibikire inyandiko isaba cyangwa ikiganiro bazwa.
- Ntuga koreshe imyandikire idasanzwe, ibikoresho byo gufatanya cyangwa impapuro zitemewe.
- Ntuko hereze ifoto yawe.
- Ntuga shyire amakuru yawe bwite (imyaka, uburebure, ibiro, imibereyo y'umuryango, ifoto, cyangwa imyemerere cyangwa ishyak rya politiki ubarizwamo) uretse mu gihe uri gusaba akazi muri imwe muri iyo miryango.
- Ntukite umwirondoro wawe inyandiko y"umwirondoro." Jya uwubika mu mazina yawe.
- Ntu gashyire abakuzi ku m wirondor o. Jya ukora urutonde rwhariye rw'abakuzi.
- Ntugashyiremo ibikunezeza, amakuru y'umuryango keretse haricyo byongera amahirwe kuri ako kaz.
- Ntukagire icyo ushyira, wandika cyangwa ushyira ku m wirondoro wawe.

Ku yandi makuru wabaza:

### Maine CareerCenters



[www.mainecareercenter.gov](http://www.mainecareercenter.gov)



[MaineDOL.CareerCenter@maine.gov](mailto:MaineDOL.CareerCenter@maine.gov)



207-623-7981 | TTY users call Maine Relay 711

