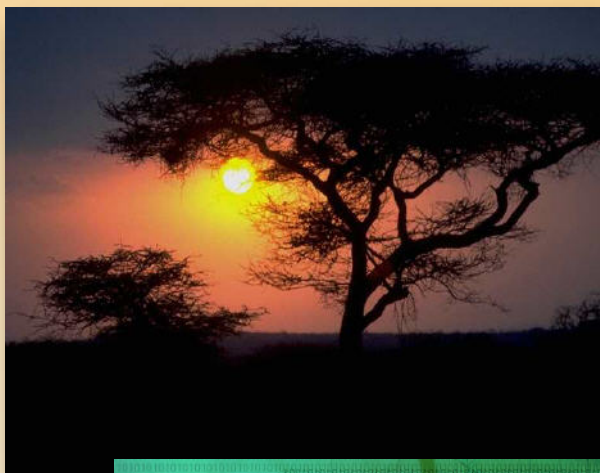


CAREER HUNT

A Portable Resource for Job Seekers and Career Explorers
Ages 18 & Up



Contents

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- Virginia Community Colleges
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- High Tech Jobs

Virginia Career VIEW Virginia Tech 0527
404 Wallace Hall Blacksburg, VA 24061
Toll Free in VA: 1-800-542-5870

www.vacareerview.org

TOP 10's

Top 10 Fastest Growing Occupations	<i>Career/Field</i>	<i>Education/Training</i>	<i>Apprx. Salary</i>	<i>Change/Increase</i>	
				<i>#</i>	<i>%</i>
	Home Health Aides	Moderate OTJ Training	Up to \$20,184	350,000	56
	Network Systems & Data Communications Analysts	Bachelor's Degree	\$43,605 and over	126,000	55
	Medical Assistants	Moderate OTJ Training	\$20,185 to \$28,589	202,000	52
	Physician Assistants	Bachelor's Degree	\$43,605 and over	31,000	50
	Computer Software Engineers	Bachelor's Degree	\$43,605 and over	222,000	48
	Physical Therapist Assistants	Associate's Degree	\$28,590 to \$43,604	26,000	44
	Dental Hygienists	Associate's Degree	\$43,605 and over	68,000	43
	Computer Software Engineers, Systems Software	Bachelor's Degree	\$43,605 and over	146,000	43
Dental Assistants	Moderate OTJ Training	\$20,185 to \$28,589	114,000	42	
Personal and home care aides	Short Term OTJ Training	Up to \$20,184	287,000	41	

Top 10 Fastest Growing Occupations in Virginia	<i>Career/Field</i>	<i>Education/Training</i>	<i>Apprx. Salary</i>	<i>Change/Increase</i>	
				<i>#</i>	<i>%</i>
	Computer Software Engineers	Bachelor's Degree	\$43,605 and over	222,000	48
	Management Analysts	Bachelor's Degree	\$43,605 and over	149,000	40
	Computer Systems Analysts	Short Term OTJ Training	\$43,605 and over	153,000	31
	Customer Service Representatives	Moderate OTJ Training	\$28,590 to \$43,604	471,000	30
	Sales Clerks	Moderate OTJ Training	\$20,185 to \$28,589	187,000	29
	Registered Nurses	Bachelor's Degree	\$28,589 to \$43,604	703,000	29
	Janitors	Short Term OTJ Training	\$23,530 to \$48,910	440,000	18
	Waiters and Waitresses	Short Term OTJ Training	\$16,460 to \$38,640	376,000	17
Cashier-Checker	Associate's Degree	\$20,185 to \$28,589	69,000	12	
General Office Clerks	Short Term OTJ Training	\$35,410 to \$90,350	263,000	8	

The data sources for the information displayed here include: O*NET 8.0,2005; U.S. Department of Labor (BLS),2005; Virginia Employment Commission, 2005.

Your Virginia Community Colleges

College Campus Locations	Phone	Web Site
Blue Ridge Community College Weyers, Cave	540.234.9261, 888.750.2722	www.brcc.edu
Central Virginia Community College Lynchburg	434.832.7600, 800.562.3060	www.cvcc.vccs.edu
Dabney S. Lancaster Community College Clifton Forge	540.863.2800 877.733.7522	www.dl.vccs.edu
Danville Community College Danville	434.797.2222, 800.560.4291	www.dcc.vccs.edu
Eastern Shore Community College Danville	757.789.1789, 877.871.8455	www.es.vccs.edu
Germanna Community College Locust Grove	540.937.2900	www.germanna.edu
J. Sargeant Reynolds Community College Richmond	804.371.3000	www.jsr.vccs.edu
John Tyler Community College Chester	804.796.4000, 800.552.3490	www.jtcc.edu
Lord Fairfax Community College Middletown	540.868.7101	www.lfcc.edu
Mountain Empire Community College Big Stone Gap	276.523.2400	www.me.vccs.edu
New River Community College Dublin	540.674.3600 866.462.6722	www.nr.vccs.edu
Northern Virginia Community College Alexandria, Annandale, Loudoun, Manassas, Woodbridge	703.323.3000	www.nvcc.edu
Patrick Henry Community College Martinsville	276.638.8777	www.ph.vccs.edu
Paul D. Camp Community College Franklin, Suffolk, Smithfield	757.569.6700	www.pdc.edu
Piedmont Virginia Community College Charlottesville	434.977.3900	www.pvcc.vccs.edu
Rappahannock Community College Glenns, Warsaw	804.758.6700, 804.333.6700 800.836.9381	www.rcc.vccs.edu
Southside Community College Alberta, Keysville	434.949.1000, 434.736.2000	www.sv.vccs.edu
Southwest Virginia Community College Richlands	276.964.7751	www.sw.vccs.edu
Thomas Nelson Community College Hampton, Williamsburg	757.825.2787, 757.253.4300	www.tncc.edu
Tidewater Community College Norfolk, Chesapeake, Portsmouth, Virginia Beach	757.822.1122, 800.371.0898	www.tcc.edu
Virginia Highlands Community College Abingdon	276.739.2400, 877.207.6115	www.vhcc.edu
Virginia Western Community College Roanoke	540.857.8922	www.viriniawestern.edu
Wytheville Community College Wytheville	276.223.4700, 800.468.1195	www.wcc.vccs.edu

Steps To An Associate's Degree

- * Graduate from high school or obtain a GED.
- * Decide what careers interest you.
- * Research community colleges and technical and vocational schools that offer degrees.
- * Decide which program best suits your needs (amount of time to get degree, location of school, etc.).
- * Research financial options (financial aid, borrowing, etc.).
- * Apply to the school of your choices and apply for financial aid, if necessary.

Federal Financial Aid: What is Available

The federal government provides billions of dollars of financial aid. The *Free Application for Federal Student Aid* begins the process. Visit www.fafsa.ed.gov for the application!



Federal Pell Grants

Undergraduate students who establish financial need may obtain these grants. The amounts range from \$400 to \$4,000 each year. Grants do not need to be repaid, and are awarded through colleges and universities.

Federal Perkins Loans

These loans are provided up to the amount of \$4,000 per year for undergraduate study and \$6,000 per year for graduate programs. Colleges and universities award Perkins Loans. Federal Perkins Loans must be paid back with interest, although interest rates are very low.

Federal Supplementary Educational Opportunity Grants

These grants do not need to be repaid and are given to undergraduate students with outstanding financial need. They range from \$100 to \$4,000 and are awarded through participating colleges and universities.

Federal Work Study

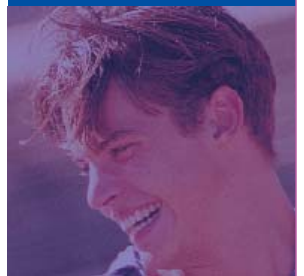
This program is managed by each college or university and pays students to work on or off campus. Both undergraduate and graduate students with financial need may qualify. These funds are part of a financial aid package.

PLUS Loans

PLUS Loans enable parents who do not have an adverse credit history to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The student with financial need may be qualified also. PLUS loans are available through Direct Loan and FFEL programs.

Stafford Loans

Stafford loans are awarded as subsidized or unsubsidized loans. The interest on subsidized loans is paid by the DOE while students are in school. The amount of the loan varies from \$2,625 to \$8,500 depending on your full-time/part-time status, or if you are a dependent undergraduate student. Unsubsidized loans are based on need and the borrower must pay the interest. Unsubsidized loans range from \$2,500 to \$18,500 and are awarded by universities and banks.



Education & Training: What are Your Choices?

Attend a two-year college

Local community colleges are an economical way to begin your college career. Community Colleges are good choices for those who are unsure about their career and educational choices.

Apprenticeship Training

Apprenticeships combine on-the-job training with classroom training, and usually last two to six years. Apprentices are usually paid half of skilled workers.

Attend a four-year college

Many students attend a four-year college to pursue a bachelor's degree. Many students attend a four-year college to pursue a bachelor's degree at a public or private university. Public colleges usually offer lower tuition rates to in-state students.

Attend a career school

Private career schools offer various types of training. Students interested in attending a private career school should inquire as to where recent graduates are now employed.

Enlist in the military

The military offers several different educational options. Most of them offer career training and the ability to save money for college. Enlistment is required in order to receive career training and college funding. Enlisting means that you agree to serve in the military for a specific number of years.



Job & Training & Assistance

What program is best for you?

Are you in one of these situations?

"I'm on limited income and I can't afford to pay for school."

"My company just laid me off. How can I find another job?"



"I need to learn a trade."

"I'm over 55 but I've got a lot of good working years left."

If one of these statements sounds like your situation, then check out the programs on the next page that could help YOU.

Job & Training & Assistance

What program is best for you?

<http://www.dol.gov/dol/accomplishments/VA.htm>
Job Corps

Provides Job Training and Educational Services If You Are:

- ☞ 16-24 years old
- ☞ Low Income
- ☞ Not on parole
- ☞ A U.S. Citizen or lawfully admitted alien
- ☞ Free of serious medical or behavioral problems
- ☞ Motivated and are willing to work

<http://jobcorps.dol.gov/centers/VA.htm>

Blue Ridge

245 W. Main St.
Marion, VA 24354
276.783.7221
Fax: 276.783.1751

Services Include:

- ☞ Job Search Assistant
- ☞ GED Opportunities
- ☞ Educational Opportunities
- ☞ Medical & Dental Care
- ☞ Room & Meals
- ☞ Incentive Bonuses
- ☞ Child Care Allowance
- ☞ Transportation
- ☞ Driver's Education
- ☞ Spending Money

Flatwoods

2803 Dungannon Road
Coeburn, VA 24230
276.395.3384
Fax: 276.395.2043

Old Dominion

1073 Father Judge Rd.
Monroe, VA 24574
434.929.4081
Fax: 434.929.3511

<http://jobcorps.dol.gov/>

**Call 1-800-733-JOBS for
the nearest Job Corps Center**

Workforce Investment Act

<http://www.vec.virginia.gov/vecportal/>

Provides Training, Education and Employment Services for:

- ☞ All Adults
- ☞ Dislocated workers and displaced homemakers
- ☞ Economically disadvantaged youth ages 14-21

Services Include:

Assessment of skills, aptitude, abilities and services needed

- ☞ Info on educational & training opportunities
- ☞ Job search, placement, and career counseling
- ☞ Labor market information
- ☞ Assistance in filing unemployment insurance claims
- ☞ Evaluations on eligibility for training, education & financial aid

Call 804-786-2171 for more information and local contacts

Department of Social Services

www.dss.state.va.us

VIEW & VIP Programs

- ☞ Provides services for Aid to Families with Dependent Children (AFDC) & AFDC-UP (Unemployed Parents), formerly Temporary Assistance for Needy Families (TANF) Participants
- ☞ Continued AFDC & AFDC-UP (TANF) benefits while you work
- ☞ Job skills and job readiness training
- ☞ Education and training while you work
- ☞ Child care and transportation services
- ☞ Financial Assistance

For general information call:

(804) 726-7000 (Richmond)

(800) 552-3431 (toll-free)

23219

(804) 726-7958 (FAX)

citizen.services@dss.virginia.gov

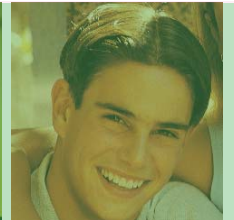
**7 N. Eighth Street
Richmond, Virginia,**



**Job
& Training
& Assistance**
What program is best for you?

Job & Training Assistance

What program is best for you?



Women Work! www.womenwork.org

Provides education and training services for women who are:

- ★ Single Mothers
- ★ Displaced Homemakers
- ★ Teen Parents
- ★ Women in Nontraditional Programs

Services Include:

- ★ Skills Training
- ★ Workshops
- ★ Job Placement Assistance
- ★ Day Care
- ★ Financial Aid
- ★ Counseling

Mailing Address:

Women Work
1625 K Street, NW, Suite 300
Washington, DC 20006
(202) 467-6346

Contact 800 235-2732 for local affiliates

[//associationdigital.com/womenwork/online/directory/](http://associationdigital.com/womenwork/online/directory/)

Virginia Career VIEW

www.vacareerview.org

Provides free career, educational, and information and resources. Includes online activities, assessments, and materials for grades K- adults.

- ★ Occupation search program/CD-ROM/Web site
- ★ Career exploration publications, posters, newspapers and brochures
- ★ Career information phone line and online help
- ★ Workshops and seminars for educators and helping professionals.

Career Information Line:

Toll Free in VA: 1-800-542-5870

TDD/TTY 1-800-828-1120

Experience Works- helps seniors get the skills they need to compete in

<http://www.experienceworks.org/site/PageServer>

Provides training and employment services for:

- ★ Older Workers, 55+
- ★ Dislocated Workers
- ★ Welfare Participants
- ★ Others who are underemployed

Services Include:

- ★ Community Service Employment
- ★ Information Technology Training
- ★ Classroom Training
- ★ On the Job Training



4401 Wilson Blvd, Suite 110 Arlington, VA 22203
Telephone: 703-522-7272 Toll Free: 1-866-EXP-WRKS
Fax: 703-522-0141

Virginia Adult Learning Resource Center

<http://www.valrc.org>

Provides educational programs such as:

- ★ Adult basic education and high school diploma
- ★ GED instruction and testing
- ★ External diploma program
- ★ English as a second language instruction

Virginia Adult Learning
Resource Center
3600 W. Broad St. Suite 669
P.O. Box 842037
Richmond, VA 23230-4930

Phone: (804)828-6521 or
(800)237-0178



Skills Employers Seek In Employees

Hard Skills

Reading & Basic Math: People who cannot read well or do basic math are hired only into the least desirable and lowest paying jobs.

Writing & Speaking: Workers are required to write with more skill than ever before as well as speak and communicate in a clear and effective manner.

Computer Literacy: Employees should know basic operational and keyboarding skills as well as basic software applications.

Problem-Solving & Decision Making: Employees are now given the opportunity to solve problems and make decisions that were formerly made by a supervisor.

Understanding the Broader Picture: Employees must be able to work independently and make intelligent decisions that contribute to the mission of the organization.

Soft Skills

Flexibility: Employers want employees who can learn new tasks in a short period of time, and perform multiple tasks at the same time.

Strong Work Ethic: A strong work ethic includes: arriving to work on time, being ambitious, exhibiting responsibility, being dependable and reliability, and having a positive outlook.

Positive Attitude: Skills include cooperation, accepting direction and correction willingly, eagerness to learn, being pleasant and polite, and getting along with others.

Independence & Initiative: Employees must take the step to move on to productive activities with limited direction when a task is complete.

Good Self-Presentation: Workers show respect to the employer, organization, and the job by being neatly dressed, courteous, attentive and friendly.

Skill Cluster Lists



Computer/Technical

Design	Construct
Implement	Troubleshoot
Operate	Inspect



Health/Counseling

Listen	Coordinate
Assist	Analyze
Sense	Understand



Craft/Artisan

Create	Compose
Illustrate	Conceive
Design	Render




Performing

Create	Read
Present	Entertain
Interpret	Inspire



Service/Hospitality

Serve	Welcome
Present	Assist
Prepare	Coordinate



Teaching

Educate	Instruct
Inform	Explore
Tutor	Motivate



ALEXANDRIA
5520 Cherokee Ave.
Alexandria, VA 22312-2319
703-813-1300
Fax: 703-813-1380

BRISTOL
192 Bristol East Road
Bristol, VA 24202
276-642-7350
Fax: 276-642-7362

BUENA VISTA
2164 East Midland Trail
PO Box 191
Buena Vista, VA 24416-0191
540-261-2188
Fax: 540-261-1714

CEDAR BLUFF
12061 Governor G.C. Perry Hwy
PO Box 1850
Cedar Bluff, VA 24609
276-964-4007
Fax: 276-943-0049

CHARLOTTESVILLE
2211 Hydraulic Rd.
Charlottesville, VA 22902
434-984-7630
Fax: 434-295-4234

CHESAPEAKE
504 Cedar Road
Chesapeake, VA 23322-5507
757-547-9717
Fax: 757-547-9727

COVINGTON
106 North Maple Ave.
Covington, VA 24426-1545
540-962-0983
Fax: 540-962-8750

CULPEPER
529 Meadowbrook Shop. Cntr
Culpeper, VA 22701
540-829-7430
Fax: 540-829-7435

DANVILLE
165 Deer Run Road
Danville, VA 24540
434-791-5291
Fax: 434-791-5290

EASTERN SHORE
25036 Lankford Hwy, Unit 16
PO Box 9
Onley, VA 23418
757-302-2029
Fax: 757-302-2025
Fax 2: 757-302-2026

EMPORIA
1746 East Atlantic Street
Emporia, VA 23847
434-634-2326
Fax: 434-634-9943

FAIRFAX
13135 Lee Jackson Mem. Hwy
Suite 340
Fairfax, VA 22033-1907
703-803-0000
Fax: 703-803-0042
Fax 2: 703-803-1127

FARMVILLE
1705 East Third St.
Farmville, VA 23901-0392
434-392-8871
Fax: 434-392-1893

FISHERSVILLE
1076 Jefferson Hwy
Staunton, VA 24401
540-332-7750
Fax: 540-332-7764

FREDERICKSBURG
3501 Lafayette Blvd.
Fredericksburg, VA 22404
540-898-3806
Fax: 540-891-3128

GALAX
963 East Stuart Dr.
Galax, VA 24333
276-236-5105
Fax: 276-236-6119

HAMPTON
600 Butler Farm Rd.
Suite B
Hampton, VA 23666
757-865-5800
Fax: 757-865-5824

HARRISONBURG
1909-A East Market St.
Harrisonburg, VA 22801
540-434-2513
Fax: 540-434-0803

LYNCHBURG
3125 Odd Fellows Rd.
Lynchburg, VA 24501
434-947-6671
Fax: 434-947-2339

MARION
1590 North Main St.
PO Box 1650
Marion, VA 24354
276-781-7431
Fax: 276-781-7438

MARTINSVILLE
1075 Spruce St.
PO Box 4306
Martinsville, VA 24115
276-632-3270
Fax: 276-632-9425

NORFOLK
5145 East VA Beach Blvd
Norfolk, VA 23502
757-455-3960
Fax: 757-455-3990

NORTON
1725 Park Ave, SW
Norton, VA 24273
276-679-9413
Fax: 276-679-9203

PORTSMOUTH
2011 Queen St.
Empowement 2010 Building
Portsmouth, VA 23704
757-314-1526
Fax: 757-314-1449

PRINCE WILLIAM
13370 Minnieville Rd.
Woodbridge, VA 22192
703-897-0407
Fax: 703-897-0440

RADFORD
206 Third Ave
Radford, VA 24141
540-831-5980
Fax: 540-831-6137

RICHMOND EAST
3751 Nine Mile Rd.
Suite A
Richmond, VA 23223
804-236-3500
Fax: 804-236-3540

RICHMOND SOUTH
6707 Warwick Rd.
Richmond, VA 23225
804-674-2368
Fax: 804-674-3655

ROANOKE
5060 Valley View Blvd.
Roanoke, VA 24012
540-561-7525
Fax: 540-561-7520

SOUTH BOSTON
502 Yancey St.
South Boston, VA 24592
1-866-832-2363
Fax: 434-572-3800

SOUTH HILL
910 N. Mecklenburg Ave
South Hill, VA 23970
434-447-8700
Fax: 434-447-5842

SUFFOLK
2019 Meade Parkway
Suffolk, VA 23434
757-925-2376
Fax: 757-925-1510

TRI-CITIES
5240 Oaklawn Blvd
Hopewell, VA 23860
804-541-6548
Fax: 804-541-6517

WARSAW
14243 History Land Hwy
Warsaw, VA 22572
804-333-3675
Fax: 804-333-5388

WILLIAMSBURG
Williamsburg Crossing
5235 John Tyler Hwy
Williamsburg, VA 23185
757-253-4738
Fax: 757-253-4063

WINCHESTER
100 Premier Place
Winchester, VA 22602
540-722-3415
Fax: 540-722-3418

WYTHEVILLE
800 East Main St.
Suite 200
PO Box 673
Wytheville, VA 24382
276-228-4051
Fax: 276-228-7399

**MILITARY SITES:
(JOB SERVICE ONLY)**

FORT LEE
1403 Mahone Ave
Bldg 9028
Fort Lee, VA 23801
804-862-6106
Fax: 804-734-6603

FORT EUSTIS
Bldg 601 ACS
Fort Eustis, VA 23604
757-878-0906
Fax: 757-878-0908

**NORFOLK NAVY
BASE**
7928 14th St
Suite 154
Norfolk, VA 23505
757-440-4024
Fax: 757-444-4725

CENTRAL
703 East Main Street
Richmond, VA 23219
804-756-5085

www.vec.virginia.gov
804-786-8223

The Virginia Employment Commission is an equal opportunity employer/program

Auxiliary aids and services are available upon request to individuals with disabilities.

- ★ Posts 200,000 job openings each year
- ★ Provides special services to veterans
- ★ Offers seminars on finding and retaining employment
- ★ Keyboarding and shorthand proficiency tests
- ★ Provides labor market information
- ★ Temporary income assistance to alleviate hardship for individuals who have demonstrated attachment to the workforce and are unemployed through no fault of their own.

Local Offices of the Virginia Department of Rehabilitative Services

For Detailed Info on Services: 1-800-552-5019 www.vadrs.org TTY: 1-800-464-9950
VA HEADQUARTERS OFFICE: 397 Azalea Ave., Richmond, VA 23227 Phone: 804-622-2155

NORFOLK Regional Office 6325 N. Center Dr. Interstate Corp. Bldg 18,
Suite 131, Norfolk, VA 23502 757-466-4162



ABINGDON
468 E Main St.
Abingdon, VA 24210
276-676-5565

FARMVILLE
225 B Industrial Park Rd.
Farmville, VA 23901
434-392-8189

ALEXANDRIA
5904 Old Richmond Hwy
Suite 410
Alexandria, VA 22303
703-960-3411

FISHERSVILLE
292 Woodrow Wilson Ave.
Switzer Bldg
Fishersville, VA 22939
540-332-7700

CHARLOTTESVILLE
2211 Hydraulic Rd. Suite 101
Charlottesville, VA 22902
434-296-5621

FRANKLIN
101 S College Dr.
Franklin, VA 23851
757-562-6151

CHESTERFIELD CO.
9503 Hull Street Rd., Ste A
Richmond, VA 23236
804-674-2369

FREDERICKSBURG
511 Westwood Office Park
Fredericksburg, VA 22401
540-899-4161

CHRISTIANSBURG
8 Radford St. Suite 102-B
Christiansburg, VA 24073
540-381-7122

HAMPTON/NEWPORT NEWS
303 Butler Farm Rd., Suite 105
Hampton, VA 23666
757-865-4863

CULPEPER
1300 Sunset Ln.
Suite 3120
Culpeper, VA 22701
540-829-7360

HARRISONBURG
1909 B East Market St.
Harrisonburg, VA 22801
540-434-5981

DANVILLE
770 Piney Forest Rd., Suite B
Danville, VA 24540
434-791-5257

HENRICO CO.
1601 Willow Lawn Dr.
Suite 370A
Richmond, VA 23230
804-662-7123

EASTERN SHORE
15403 Merry Cat Ln., Suite 15
PO Box 310
Belle Haven, VA 23306
757-787-5992

LEESBURG
722 East Market St.
Leesburg, VA 20176
703-771-4775

FAIRFAX
11150 Fairfax Blvd.
Fairfax, VA 22030
703-359-1124

LYNCHBURG
2250 Murrell Rd., Suite F
Lynchburg, VA 24501
434-947-6721

MANASSAS
9309 Center St., Suite 304
Manassas, VA 20110
703-335-5550

MARION
1585 N Main St.
Marion, VA 24354
276-781-7466

STAUNTON
1076 Jefferson Hwy.
Staunton, VA 24401
800-622-2155

MARTINSVILLE
32 Bridge St., Suite 100
Martinsville, VA 24112
276-632-7161

SOUTH BOSTON
1639 Seymour Dr.
South Boston, VA 24592
434-575-7949

MEDICADE
9960 Mayland Dr.
Suite 203
Richmond, VA 23233
804-367-4850

ST. PAUL
PO Box 357
St. Paul, VA 24283
276-762-5561

NORFOLK
861 Glenrock Rd., Suite 202
Norfolk, VA 23502
757-455-0831

VA BEACH
281 Independence Blvd.
Suite 101
VA Beach, VA 23462
757-683-8440

PETERSBURG
2795 S. Crater Rd.
Suite 1
Petersburg, VA 23805
804-863-1625

WARSAW
487 Main Street
Warsaw, VA 22572
804-333-4386

PORTSMOUTH
3248 Academy Ave.,
Suites 22-26
Portsmouth, VA 23703
757-686-5004

WILLIAMSBURG
925-B Capitol Landing Rd
Williamsburg, VA 23185
757-253-4817

POUNDING MILL
113 Short Street
Suite 2
Pounding Mill, VA 24637
276-963-1028

WINCHESTER
20 Ricketts Dr.
Winchester, VA 22601
540-722-3453

RICHMOND
2930 West Broad St., Suite 15
Richmond, VA 23230-5114
804-367-0175

WYTHEVILLE
525 W Monroe St.
Wytheville, VA 24382
276-228-2108

ROANOKE
3433 Brambleton Ave. SW
Roanoke, VA 27315
540-776-2731

REGIONAL OFFICES

Central Regional Office
1604 Santa Rosa Rd. Suite 130
Richmond, VA 23229-5008
804-662-9743
Fax: 804-662-7023

Eastern Regional Office
Pembroke 4 Office Center
Suite 300
Virginia Beach, VA 23462
757-491-3990
Fax: 757-552-1832

Northern Regional Office
170 West Shirley Ave. Ste. 200
Warrenton, VA 20186
540-347-6300
Fax: 540-347-6331

Piedmont Regional Office
210 Church Ave. SW
Commonwealth Bldg, Ste 100
Roanoke, VA 24011
540-857-7920
Fax: 540-857-7364

Western Regional Office
190 Patton St.
Abingdon, VA 24210
276-676-5490
Fax: 276-676-5621

DSS AGENCY

ACCOMACK
22554 Center Parkway
Accawmack Office Park
Accomack, VA 23301
757-787-1530
Fax: 757-787-9303

ALBEMARLE
Albemarle Co. Office Bldg.
1600 5th St. Ext. Ste A
Charlottesville, VA 22902
434-972-4010
Fax: 434-972-4080

ALEXANDRIA
2525 Mount Vernon Ave.
Alexandria, VA 22301
703-838-0700
Fax: 703-836-2355

ALLEGHANY-COVINGTON
110 Rosedale Ave. Ste B
Covington, VA 24426-1244
540-965-1780
Fax: 540-965-1787 (SW)
Fax: 540-965-1772 (EW)

AMELIA
16360 Dunn St. Ste 201
PO Box 136
Amelia, VA 23002-0136
804-561-2681
Fax: 804-561-6040

AMHERST
224 Second St.
PO Box 414
Amherst, VA 24521-0414
434-946-9330

APPOMATTOX
318 Court St.
Appomattox, VA 24552-0549
434-352-7125
Fax: 434-352-0064

ARLINGTON
3033 Wilson Blvd. Ste 300A
Arlington, VA 22201
703-288-1550
Fax: 703-228-1122

BATH
PO Box 7
Warm Springs, VA 24484
540-839-7271
Fax: 540-839-7278

BEDFORD
Burks-Scott Bldg
119 East Main St.
Bedford, VA 24523
540-586-7750
Fax: 540-586-7785

BLAND
612 Main Street Bland County
Courthouse Suite 208
Bland, VA 24315-0055
276-688-4111
Fax: 276-688-4114

BOTETOURT COUNTY
20 S. ROANOKE St. Suite 102
Fincastle, VA 24090-0160
540-473-8210
Fax: 540-473-8325

BRISTOL CITY
621 Washington St.
Bristol, VA 24201-4644
276-645-7450
Fax: 276-645-7475

BRUNSWICK
201 Sharp St. Ste 100
Lawrenceville, VA 23868
434-848-2142
Fax: 434-848-2828

BUCHANAN
3174 Slate Creek Rd.
PO Box 108 E
Grundy, VA 24614-0674
276-935-8106
Fax: 276-935-5412

BUCKINGHAM
Route 60
PO Box 170
Buckingham, VA 23921-0170
434-969-4246
Fax: 434-969-1449

CAMPBELL
69 Kabler Ln.
Rustburg, VA 24588-0006
434-332-9585
Fax: 434-332-9699

CAROLINE
17202 Richmond Turnpike
Bowling Green, VA 22427-0430
804-633-5071



Information & Referral 800-552-3431 or www.dss.state.va.us

CARROLL
605-8 Pine St.
Hillsville, VA 24343
276-730-3130
Fax: 276-730-3135

CHARLES CITY
10600 Courthouse Road
Charles City, VA 23030-0098
804-652-1708
Fax: 804-829-2430

CHARLOTTE COUNTY
400 Thomas Jefferson Hwy
PO Box 440
Charlotte Court House, VA 23923-0040
434-542-5164
Fax: 434-542-5692

CHARLOTTESVILLE
120 7th St NE
PO Box 911
Charlottesville, VA 22902-0911
434-970-3400
Fax: 434-970-3444

CHESAPEAKE
100 Outlaw St.
PO Box 15098
Chesapeake, VA 23320
757-382-2000
Fax: 757-543-1644

CHESTERFIELD/COLONIAL HGTS
9501 Lucy Corr. Circle
PO Box 430
Chesterfield, VA 23832-0430
804-748-1100
Fax: 804-717-6294

CLARKE COUNTY
311 East Main St.
Berryville, VA 22611
540-955-3700
Fax: 540-955-3958

CRAIG
Main & Court Streets
PO Box 330
Newcastle, VA 24127-0330
540-864-5117
Fax: 540-864-6662

CULPEPER
219 E Davis St. Ste 10
Culpeper, VA 22701
540-727-0372
Fax: 540-727-7584

CUMBERLAND
1550 Anderson Highway
Cumberland, VA 23040-9803
804-492-4915
Fax: 804-492-9346

DANVILLE
510 Patton St.
PO Box 3300
Danville, VA 24543
434-799-6543
Fax: 434-797-8818

DICKENSON
Brush Creek Rd.
PO Box 417
Clintwood, VA 24228-0417
276-926-1661
276-926-1664
Fax: 276-926-8144

DINWIDDIE
PO Box 107
Dinwiddie, VA 23841
804-469-4524
Fax: 804-469-4506

ESSEX
772 Richmond Beach Road
Tappahannock, VA 22560-1004
804-443-3561
Fax: 804-443-8254

FAIRFAX COUNTY
12011 Gov't Cntr Pkwy Ste 232
Fairfax, VA 22035
703-324-7500
Fax: 703-222-9487

FAUQUIER
320 Hospital Dr. Ste 11
PO Box 300
Warrenton, VA 20188-0300
540-347-2316
Fax: 540-341-2788

FLOYD
Courthouse Building
PO Box 314
Floyd, VA 24091-0314
540-745-9316
Fax: 540-745-9325

FLUVANNA
PO Box 98
Fork Union, VA 23055
434-824-8221
Fax: 434-842-2776

FRANKLIN COUNTY
11161 Virgil H. Goode Hwy
Rocky Mount, VA 24151
540-483-9247
Fax: 540-483-1933

FRANKLIN
306 N. Main St.
PO Box 601
Franklin, VA 23851
757-562-8520
Fax: 757-576-6683

FREDERICK COUNTY
107 N. Kent St. 3rd Floor
Winchester, VA 22601
540-665-5688
Fax: 540-665-5664 (eligibility)
Fax: 540-535-2146 (service)

FREDERICKSBURG
608 Jackson St.
PO Box 510
Fredericksburg, VA 22404-0510
540-372-1032
Fax: 540-372-1157

GALAX CITY
105 E Center St.
PO Box 166
Galax, VA 24333-0166
276-236-8111
Fax: 276-236-9313

GILES
211 Main St. Ste 109
Narrows, VA 24124
540-726-8315
Fax: 540-726-8253

GLOUCESTER
6641 Short Lane
Gloucester, VA 23061-0186
804-693-2671
Fax: 804-693-5511

GOOCHLAND
1800 Sandy Hook Road
Suite 200
Goochland, VA 23063-0034
804-556-5880
Fax: 804-556-4718

GRAYSON COUNTY
129 Davis St.
PO Box 434
Independence, VA 24348-0434
276-773-2452
Fax: 276-773-2361

GREENE COUNTY
10009 Spotswood Trail
Stanardsville, VA 22973-0117
434-985-5246
Fax: 434-985-5266

GREENSVILLE/EMPORIA
1748 E Atlantic St.
PO Box 1136
Emporia, VA 23847-1136
434-634-6576
Fax: 434-634-9504

HALIFAX
1030 Cowford Bldg
PO Box 1189
Halifax, VA 24558-0666
434-476-6594
Fax: 434-476-5258

HAMPTON
1320 LaSalle Ave.
Hampton, VA 23669
757-727-1800
Fax: 757-727-1835

HANOVER
12304 Washington Hwy
Ashland, VA 23005
804-365-4100
800-770-0837
Fax: 804-365-4110

HARRISONBURG/ROCKINGHAM
110 N Mason St.
PO Box 809
Harrisonburg, VA 22803
540-574-5100
Fax: 540-574-5127

HENRICO
8600 Dixon Powers Dr.
PO Box 27032
Richmond, VA 23273
804-501-4001
Fax: 804-501-4006

HENRY CO./MARTINSVILLE
20 E Church St.
PO Drawer 832
Martinsville, VA 24114
276-656-4300
Fax: 276-656-4303

HIGHLAND COUNTY
Court House Annex
PO Box 247
Monterey, VA 24465-0247
540-468-2199
Fax: 540-468-3099

HOPEWELL
256 E Cawson St.
Hopewell, VA 23860
804-541-2330
Fax: 804-541-2347

ISLE OF WIGHT
17100 Monument Cir. Ste A
Isle of Wight, VA 23397-0110
757-365-0880
Fax: 757-365-0886

JAMES CITY COUNTY
5249 Old Towne Rd.
Williamsburg, VA 23188
757-259-3100
Fax: 757-259-3188

KING & QUEEN
241 Allen Circle
PO Box 7
King & Queen Courthouse, VA
23085
804-769-5003
804-785-5977
Fax: 804-785-5885

KING GEORGE
10069 Kings Highway
King George, VA 22484-0130
540-775-3544
Fax: 540-775-3098

KING WILLIAM
172 Courthouse Ln.
PO Box 187
King William, VA 23086-0187
804-769-4905
Fax: 804-769-4979



Information & Referral 800-552-3431 or www.dss.state.va.us

LANCASTER
9049 Mary Ball Road
Lancaster, VA 22503
804-462-5141
Fax: 804-462-0330

LEE COUNTY
Main St.
PO Box 348
Jonesville, VA 24263-0346
276-346-1010
Fax: 276-346-2217

LOUDOUN
102 Heritage Way NE, Ste 200
Leesburg, VA 20176
703-777-0353
Fax: 703-771-5214

LOUISA
103 McDonald St.
PO Box 425
Louisa, VA 23093-0425
540-967-1320
Fax: 540-967-0956

LUNENBURG
11387 Courthouse Rd.
Lunenburg, VA 23952
434-696-2134
Fax: 434-696-2534

LYNCHBURG
PO Box 6798
Lynchburg, VA 24505
434-847-1551
Fax: 434-847-1785

MADISON COUNTY
101 S Main St.
PO Box 176
Madison, VA 22727-0176
540-948-5521
Fax: 540-948-3762

MANASSAS CITY
8955 Center St.
Manassas, VA 20110
703-361-8277
Fax: 703-361-6933

MANASSAS PARK
1 Park Center Ct.
Manassas Park, VA 20111
703-335-8898
Fax: 703-335-8899

MATHEWS
Route 611 536 Church St.
PO Box 925
Mathews, VA 23109-0925
804-725-7192
Fax: 804-725-7086

MECKLENBURG
911 Madison St.
PO Box 400
Boydton, VA 23917-0400
434-738-6138
Fax: 434-738-6857

MIDDLESEX
2893 General Puller Highway
Urbanna, VA 23175-0216
804-758-2348
Fax: 804-758-2357

MONTGOMERY COUNTY
210 S Pepper St., PO Box 789
Christiansburg, VA 24073
540-382-6990
Fax: 540-382-6945

NELSON
203 Front St.
PO Box 357
Lovingson, VA 22949
434-263-8334
Fax: 434-263-8605

NEW KENT
3610 North Courthouse Road
Providence Forge, VA 23140
804-966-1853
Fax: 804-966-9170

NEWPORT NEWS
6060 Jefferson Ave.
Newport News, VA 23605
757-926-6300
Fax: 757-926-6118

NORFOLK
Franklin Building
741 Monticello Ave
Norfolk, VA 23510-1506
757-664-6000
Fax: 757-664-3275

NORTHAMPTON COUNTY
5265 The Hornes
Eastville, VA 23347-0568
757-678-5153
Fax: 757-678-0475

NORTHUMBERLAND
Health & Social Services Bldg
6373 Northumberland Hwy.
Suite A
Heathsville, VA 22473-0399
804-580-3477
Fax: 804-580-5815

NORTON CITY
938 Park Ave.
PO Box 378
Norton, VA 24273-0378
276-679-4393
276-679-2701
Fax: 276-679-0607

NOTTOWAY COUNTY
288 W. Courthouse Rd.
Nottoway, VA 23955-0026
434-645-8494
Fax: 434-645-7643

ORANGE COUNTY
146 Madison Rd., Ste 201
Orange, VA 22960
540-672-1155
Fax: 540-672-9118

PAGE COUNTY
215 W. Main Street Suite A
PO Box 47
Stanley, VA 22851
540-778-1053
Fax: 540-778-1504

PATRICK COUNTY
106 Rucker St., Ste 128
Stuart, VA 24171-0498
276-694-3328
Fax: 276-694-8210

PETERSBURG
400 Farmer St.
PO Box 2127
Petersburg, VA 23804
804-861-4720
Fax: 804-861-1037

PITTSYLVANIA
220 H.G. McGhee Dr.
PO Box E
Chatham, VA 24531
434-432-7281
Fax: 434-432-0923

PORTSMOUTH
1701 High St., Ste 101
Portsmouth, VA 23704
757-405-1800
Fax: 757-405-1874

POWHATAN
3908 Old Buckingham Rd. Ste 2
Powhatan, VA 23139-0099
804-598-5630
Fax: 804-598-5614

PRINCE EDWARD
111 South St.
PO Box 628
Farmville, VA 23901-0628
434-392-3113
Fax: 434-392-8453

PRINCE GEORGE
6450 Administration Dr.
Bldg.12
Prince George, VA 23875-0068
804-733-2650
804-733-2656 (food stamps)
Fax: 804-733-2652

PRINCE WILLIAM
7987 Ashton Ave. Ste 200
Manassas, VA 20109
703-792-7500
Fax: 703-792-7363

PULASKI
143 3rd St. NW
PO Box 110
Pulaski, VA 24301-0110
540-980-7995
Fax: 540-980-7993

RADFORD
928 W Main St.
Radford, VA 24141
540-731-3663
Fax: 540-731-5000

RAPPAHANNOCK
354 Gay Street
Washington, VA 22747-0087
540-675-3313
Fax: 540-675-3315

RICHMOND CITY
900 E. Marshall St.
Richmond, VA 23240
804-646-7212
Fax: 804-646-7018

RICHMOND COUNTY
5579 Richmond Rd.
PO Box 35
Warsaw, VA 22572-0035
804-333-4088
Fax: 804-333-0156

ROANOKE CITY
1510 Williamson Rd. NE
Roanoke, VA 24012
540-853-2591
Fax: 540-853-2027

ROANOKE COUNTY
220 E Main St.
PO Box 1127
Salem, VA 24153-1127
540-387-6087
Fax: 540-387-6210

ROCKBRIDGE/BUENA VISTA
20 E Preston St.
Lexington, VA 24450
540-463-7143
Fax: 540-464-9110

RUSSELL COUNTY
76 Rodgers St.
PO Box 1207
Lebanon, VA 24266-1207
276-889-2679
276-889-3031
Fax: 276-889-2662

SCOTT COUNTY
190 Beech St.
PO Box 637
Gate City, VA 24251-0637
276-386-3631
Fax: 276-386-6031

SHENANDOAH VALLEY
68 Dick Huff Lane
PO Box 7
Verona, VA 24482-0007
540-245-5800
Fax: 540-245-5880



Information & Referral 800-552-3431 or www.dss.state.va.us

SHENANDOAH VALLEY
1200 Shenandoah Ave.
Waynesboro, VA 22980
540-942-6646
Fax: 540-942-6658

SMYTH COUNTY
121 Bagley Cir. Ste 200
Marion, VA 24354
276-783-8148
Fax: 276-783-6327

SOUTHAMPTON COUNTY
26022 Administration Cntr. Dr.
PO Box 550
Courtland, VA 23837-0550
757-653-3080
Fax: 757-653-0357

SPOTSYLVANIA
10304 Spotsylvania Ave.
4th Floor
PO Box 249
Fredericksburg, VA 22553-0249
540-507-7898
Fax: 540-710-7806

STAFFORD
Stafford Co. Gov't Center
1300 Courthouse Rd.
PO Box 7
Stafford, VA 22555-0007
540-658-8720
Fax: 540-658-8798

SUFFOLK
440 Market St.
PO Box 1818
Suffolk, VA 23434-1818
757-514-7450
Fax: 757-923-3047

SURRY
45 School St.
Route 626
Surry, VA 23883-0263
757-294-5240
Fax: 757-294-5248

SUSSEX
20103 Princeton Rd.
PO Box 1336
Sussex, VA 23884-1336
434-246-7020
Fax: 434-246-2504

TAZEWELL
315 School St.
PO Box 149
Tazewell, VA 24651
276-988-2521
Fax: 276-988-2765

VIRGINIA BEACH
3432 Virginia Beach Blvd
Virginia Beach, VA 23452-4420
757-437-3200
Fax: 757-437-3466

WARREN COUNTY
912 Warren Ave.
Front Royal, VA 22630-0506
540-635-3430
Fax: 540-635-8451

WASHINGTON
15068 Lee Hwy, Ste 100
Bristol, VA 24202
276-645-5000
Fax: 276-645-5055

WESTMORELAND
18849 Kings Hwy
PO Box 302
Montross, VA 22520-0302
804-493-9305
Fax: 804-493-9309

WILLIAMSBURG
401 Lafayette St.
Williamsburg, VA 23185
757-220-6161
Fax: 757-220-6109

WINCHESTER
33 E Boscawen St.
Winchester, VA 22601
540-662-3807
Fax: 540-662-3279

WISE COUNTY
5612 N. Bear Creed Rd.
PO Box 888
Wise, VA 24293-0888
276-328-8056
276-328-8057
Fax: 276-328-8632

WYTHE COUNTY
275 S 4th St.
Wytheville, VA 24382
276-228-5493
276-228-5912
Fax: 276-228-9272

YORK
301 Goodwin Neck Rd.
PO Drawer 917
Yorktown, VA 23692-0917
757-890-3787
Fax: 757-890-3934

Resume Styles

Chronological Resume

Most popular style of resume.

A simple style that is easy to create and use.

Primary feature: includes a chronological list of jobs beginning with the most recent job held.

Skills/Functional Resume

Good to use if you lack direct job-related experience but possess valuable skills.

Primary feature: focus on your skills, aptitudes, and qualities that apply to your career goals.

Lisa M. Rhodes
813 Evergreen St.
Anytown, VA 20000
(000) 999-9999

EX.

OBJECTIVE

Seek employment as an entry-level auto mechanic in a shop with computer diagnostic equipment and experienced personnel.

EDUCATION

General Studies Diploma, Anytown High School, June 1993
Automotive Technology Certificate, Kendall Britton Vocational and Technical Center, June 1995

First place winner in the Vocation Industrial Club of America (VICA) Regional Contest.

SKILLS / ABILITIES

Able to examine vehicles and discuss the nature and extent of damage or malfunction with customers.

Use hydraulic jack or hoist, diagnostic computers, spark plug testers, compression gauges, hydrometers, voltmeter, fuel emission testers, vacuum and pressure testers, and motor analyzers to assist in vehicle repair.

Able to solder leaks in radiators, remove units such as engines, transmission, and differentials.

Align front ends, realign and adjust brakes, replace and adjust headlights, rewire ignition systems, lights and instrument panels.

Able to install and repair accessories such as radios, heaters, mirrors and windshield wipers.

Complete all repair work for personal car.

Commended by automotive instructor for organizational and planning abilities.

Proficient in the use of the following tools and materials:

battery chargers technical manuals
air wrenches spring compressors

Terry A. Mclever
910 Yellow Brick Dr.
Mytown, VA 00002
(000) 999-9999

EX.

OBJECTIVE

To contribute my skills and knowledge in Physical Therapy by continuing my career as a Physical Therapist Assistant in a challenging, team-oriented environment.

EXPERIENCE

- 1993- Present Physical Therapist Assistant
Wizcare, Inc., Mytown, VA
Instructed patients in the safe and effective use of pulleys, weights, inclined surfaces and other equipment prescribed for their treatment. Participated in wound-care treatment and helped patients adapt to the use of wheelchairs, braces, canes, crutches, and prosthetic/orthotic devices.
- 1991-1993 Instructor, Lifetime Fitness Center
Home County Community College, Smartville, VA
Conducted general education seminars on wellness. Developed lesson plans and class materials.
- 1990-1991 Physical Therapist Technician
Advanced Physical Therapy, Inc., Valley, VA
Assisted physical therapist with patients before, during and after treatment, using exercise modalities such as electrical stimulation and hot and cold packs.

EDUCATION

Associates Degree: Physical Therapist Assistant; North Valley Community College; May 1999.

Bachelor of Science Degree: Exercise Physiology; All State University; May 1987.

Resume Do's & Don'ts

DO

- ★ Keep it simple.
- ★ Stick to two pages; one page is even better.
- ★ Make the print readable.
- ★ Customize: Tailor the resume to the job for which you are applying.
- ★ Check for typos: This is your first chance at a good first impression.

DON'T

- ★ Use "flowery" language.
- ★ Write down every experience you've had.
- ★ Make the font too small to read.
- ★ Generic: Submit a generic resume for a specific job.
- ★ Send out without checking for errors in typing and grammar.



Scannable/Electronic Resumes

“The company I’m interested in working for requested a “scannable” resume. What is that?”

More and more companies are using computers to help them manage the volume of resumes for their job openings by scanning resumes for key words that indicate skills, education, and knowledge areas the employer is seeking. The text in a resume must be formatted in a way that makes it easy for a computer to read.

Scannable Resume Suggestions:

- ★ Use laser printing, with black ink on white or light-colored 8.5 x 11 paper. Clear contrast improves recognition.
- ★ Use standard fonts and font size 10-14 (Times, Palatino, Helvetica, New Century Schoolbook).
- ★ Underlining, italics, shadows, reversed colors, and fancy scripts may not scan accurately.
- ★ Use boldface and/or all capital letters for section headings and emphasis, as long as letters don’t touch each other.
- ★ Do not use a 2-column format.
- ★ Columns, centering, and indentations may change when converted to optically scanned text.
- ★ Do not use vertical or horizontal lines, boxes, or graphics.
- ★ Use only one side of the page. One to two pages are acceptable, if succinct and clear. Keep vitally important information on page one.
- ★ Place your name at the top of each page on its own line. On the first page, use standard address format and list telephone number and e-mail address each on its own line.
- ★ Use multiple synonyms for the same skills to be sure your qualifications are picked up.
- ★ Mail a laser print original, or an excellent copy. Paper clip pages together; do not fold or staple.

Check Out The Following If You Need More Assistance With.....

Chronological Resume Resources:

The Job Forum: <http://www.thejobforum.org/resume-ch.htm>

Job Star Central: <http://jobstar.org/tools/resume/res-chro.cfm>

Distinctive Documents: <http://distinctiveweb.com/samples>

Books:

Whitcomb, Susan B. (2003) Resume Magic: Trade Secrets of a Professional Resume Writer

Parker, Yana. Resume Catalog: 200 Damn Good Examples

**Virginia Tech Career Services. (2004). “Career Services Manual.” Career Recruitment Media, Inc.: Chicago, IL.

Skills Resumes:

Yate, Martin J. (2000) Resumes That Knock’Em Dead

Pontow, Regina (1999) Proven Resumes: Strategies That Have Increased Salaries and Changed Lives

Electronic Resumes:

Whitcomb, Susan B. (2001) e-Resumes: Everything You Need to Know About Using Electronic Resumes to Tap into Today’s Hot Job Market

***“Monster.com Finance:” <http://finance.monster.com/articles/030501/>

PAT M. MCMANN

EXAMPLE

5634 Main St.
Somewhere, VA 22222
(000) 777-7777
mmmmm@email.com

OBJECTIVE

Industrial or systems engineer; interests in manufacturing and cost analysis.

EDUCATION

Bachelor of Science, Industrial & Systems Engineering, May 1966
State University, Somewhere, Virginia

Knowledge gained through educational program:

Costs Analysis
Human Factors
Inventory Control
Materials Handling
Statistics

Computer Skills:

IBM PC
Mainframe
FORTRAN
dBase IV
Macintosh
Apple
Lotus 1-2-3
AutoCAD
FactoryCAD

EMPLOYMENT

Engineering Assistant, Perkins Company, Inc.
Somewhere, VA May 1997-present
Applied CAD skills to both of ceiling layout and curtain wall analysis.
Compiled ANSI structural loading programs using computer knowledge.

Maintenance Administration, Hoga Foods, Inc.
Waterway, VA May 1996-May 1997
Maintained and updated computer cataloging of machine parts room.
Ordered, received, and distributed valuable machine parts and supplies.

** Sources for this page

Informational Interviewing

A Valuable Resource In Career Planning



What is the purpose of informational interviewing?

- ★ Investigate a specific organization.
- ★ Solicit advice on where you might fit in.
- ★ Gain insights into a career field.
- ★ Learn the current trends in the field.
- ★ Build confidence for your job interviews.
- ★ Expand your network for future reference.

The informational interview is a time to request information, NOT a time to solicit job listings or interview for a job. You are “trying on jobs” to see if they fit you. Because you are only asking for information, you are in control of the interview; you decide which questions to ask. Later, evaluate the acquired information for personal use. Note your reactions on an objective level, but don’t ignore personal feelings; what you gravitate toward or away from is very important.

How Do I Prepare & Conduct An Informational Interview?

Before

Learn as much as you can about the organization or career before the interview.

Identify the individual you want to interview; consider friends, relatives, or a working professional. (Contact your high school or college career center for individuals who would be willing to assist you.)

Schedule the interview via letter or telephone. Explain the purpose of the interview, and how long you estimate it will last (20-30 mins).

Dress professionally and bring copies of your resume to distribute, if requested.

During

Arrive 10-15 minutes early.

State your purpose for the meeting.

Be prepared to lead the interview, since YOU are the interviewer, remembering this is not an interview for employment.

Keep to your scheduled amount of time.

Ask for referrals to the other appropriate individuals in the field or organization.

After

Send a thank you note.

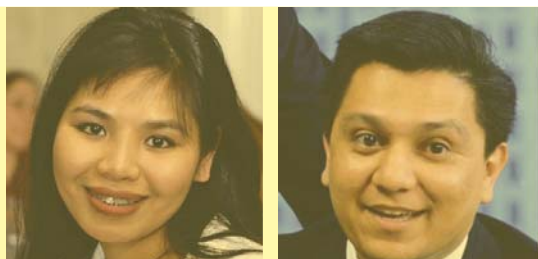
Keep the individual posted on your progress.

Always keep the door open to future contacts with this person.

Evaluate the interview; what could you improve?

Evaluate the information you received. How does it relate to your goals?

Sources of Additional Information



Quintessential Careers: http://www.quintcareers.com/informational_interviewing.html
(**Source for this page)

What color is your parachute net guide:

<http://www.jobhuntersbible.com>

Bolles, R.N. (2004). What color is your parachute, 2004. Berkley, CA; Ten Speed Press.



Training & Assistance for People with Special Needs

VA Department of Rehabilitative Services

www.vadrs.org

Department of Rehabilitative Services
Street Location: 8004 Franklin Farms Drive

Richmond, VA 23229

Voice: 804.662.7000 Fax: 804.662.9532

Toll Free Voice/TTY: 800.464.9950

E-mail: drs@drs.virginia.gov

★
DRS Works with people 16 years or older who have a physical, mental, or emotional disability.

- ★ Services include but are not limited to:
 - ★ Vocational Counseling
 - ★ Vocational Evaluation/Career Exploration
 - Equipment Assistive Technology
 - Situational Assessment/Job Development
 - Job Coaching
 - Training

VA Department for the Visually Handicapped

www.vdbvi.org

397 Azalea Avenue

Richmond, Virginia 23227-3623

Call DBVI Toll Free (Within Virginia) - 1-800-622-2155 (Voice/TTY) or (804) 371-3140 (Voice/TTY)

DVH provides a variety of services to infants, children, working aged adults, and individuals in their retirement years with serious visual impairments.

For a list of regional offices call one of the numbers listed above.

- ★ Vocational Rehabilitation
- ★ Education
- ★ Rehabilitation Teaching & Independent Living
- ★ Low Vision & Deaf Blind Services
- ★ Orientation and Mobility Services

Woodrow Wilson Rehabilitation Center

<http://wwrc.virginia.gov/>

Main Contact Information (general inquiries, etc.)

Local - (540) 332-7000

Toll-Free - (800) 345-9972

TTY - (800) 811-7893

FAX - (540) 332-7132

Arrange a Tour of Woodrow Wilson Rehabilitation Center (WWRC)

Local - (540) 332-7160

Toll-Free - (800) 345-9972 (ext. 2-7160)

TTY - (800) 811-7893

FAX - (540) 332-7132

Woodrow Wilson Rehabilitation Center serves individuals with physical, mental, sensory and emotional disabilities, and those in need of multiple services. Comprehensive services are provided on a residential or outpatient basis through a variety of programs.

★ Services include but are not limited to:

- ★ Vocational Evaluation and Training
- ★ Occupational Therapy
- ★ Educational Support Services
- ★ Pre-Vocational Training

VA Department for the Deaf & Hard of Hearing

www.vddhh.org

1602 Rolling Hills Dr, Suite 203

Richmond, Virginia 23229-5012

(804)662-9502 V/TTY

| Toll Free (800) 552-7917 V/TTY

VDDHH works to reduce and, ultimately, eliminate the communication barriers between persons who are deaf or hard of hearing, and those who are hearing through

a variety of services in public awareness.

- ★ Interpreters
- ★ Assistive Technology
- Skills Assessment
- Support & Training for Families





Job Training & Assistance for People with Special Needs

Assistive Technology Loan Fund Authority

Assistive Technology Loan Fund Authority (ATLFA)

**1602 Rolling Hills Drive, Suite 107
Richmond, Virginia 23229
Telephone: (804) 662-9000
Toll-Free: (866) 835-5976
Fax: (804) 662-9533
E-Mail: atlfa@atlfa.org**

The Assistive Technology Loan Fund Authority's (ATLFA) mission is to facilitate favorable credit financing of assistive technology for Virginians with disabilities.

The ATLFA can help eligible applicants obtain low-interest loans for a wide variety of special equipment (i.e. assistive technology). This includes loans for wheelchairs, motorized scooters, Braille equipment, hearing aids, low vision aids, communication systems, environmental control devices, building and home modifications for accessibility or telecommunication devices for the deaf or other assistive technology.

VA Board for People with Disabilities

www.vaboard.org

Mailing Address: Virginia Board for People with Disabilities

202 N. 9th Street, 9th Floor Richmond, VA 23219

Voice: (804) 786-0016 Fax: (804) 786-1118

Toll Free Voice/TTY: 800-846-4464

VBPD works to promote and guide public policy changes and create opportunities for new approaches in our service delivery systems. VBPD is proud to have enriched the lives of Virginians with developmental and other disabilities by investing in over 200 best practice, model demonstration and research grant projects that have created change in the areas of education, employment, housing, early intervention, transportation, recreation, and community integration. We work with many public and private groups across the state and nationally to identify best practices, new approaches, and collaborative ventures

Department for Rights of Virginians with Disabilities

www.vopa.state.va.us

**Mailing Address: 1910 Byrd Avenue, Suite 5, Richmond, VA 23230
Telephone: 804-225-2042 (Voice/TTY)
1- 800-552-3962 (Voice/TTY) (Toll-Free in Virginia)
Fax: 804-662-7057
E-mail: general.vopa@vopa.virginia.gov**

DRVD helps with disability related problems such as abuse, neglect, and discrimination, and helps individuals to obtain services and treatment for state/local agencies.

Individuals with problems, targeted in our program goals, may also receive advocacy services and/or legal representation.

VA Assistive Technology System

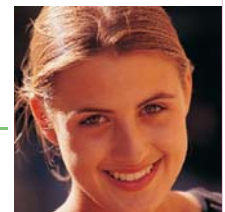
www.vats.org

VATS Central Office - Richmond

**8004 Franklin Farms Drive
Richmond, Virginia 23289-0300**

**(804) 662-9990
(804) 662-9478 (fax)
800-435-8490 (toll free)
GlassEW@drs.state.va.us**

VATS is committed to improving the quality of life of all Virginians by increasing awareness and accessibility of assistive technology.





In Check with High Tech

5 Fastest Growing Occupations

Occupation	Projected % of growth by 2014
Network systems and data communications analysts	54.6
Computer software engineers, applications	48.4
Computer software engineers, systems software	43.0
Network and computer systems administrators	38.4
Database administrators	38.2

BIOMETRICS: What's That?

Technology using a person's fingerprints or other unique features to keep records using computerized technology.

Uses: Identification, Time Clocks, Credit Cards, Security Clearance

PROJECTIONS:

- ★ 25% expected growth by 2005
- A 27-35% increase annually for the biometric industry through 2000

Source: Page, Douglas. (1998). High Technology Careers Magazine. www.hightechcareers.com/doc198/ahead198.html

High Tech Books: CHECK THESE OUT!

- Schaffer, B. High, Tech Careers for Low Tech People, 1999
- Perry, D. & Levinson, J. Career guide for the high-tech professional: Where the jobs are now and how to land them, 2004
- The High Tech: Vault.com Career Guide to the High Tech Industry: Vault.com
- Resumes for High Tech Careers 3rd Edition: VGM Career Horizons, McGraw Hill Companies, Inc., 2004.
- Exploring High Tech Careers: Scott Southworth & Roger Rosen (editor)
- High School High Tech: Establishing A Program to Promote Science, Engineering, & Technology for Students with Disabilities: Barry Lenoard (editor)

High Tech Job Projections 2002-2012

(numbers in thousands of jobs)

	2002	2012	Percent Change
Computer & Information Scientists, research	23	30	29.9
Computer Programmers	499	571	14.6
Computer software engineers	675	982	45.5
Computer Support Specialists	507	660	30.3
Computer Systems Analysts	468	653	39.4
Database Administrators	110	159	44.2
Network and computer systems administrators	251	345	37.4
Network systems and data communications analysts	186	292	57.0
All other computer specialists	192	262	36.5

Source: Bureau of Labor Statistics, US Dept. of Labor, *Occupational Outlook Handbook*, 2006-07 Edition, on the Internet at <http://www.bls.gov/emp/>

Technology Resources ONLINE

- <http://abcnews.go.com/technology>
- <http://news.bbc.co.uk/hi/english/sci/tech/>
- <http://www.popsoci.com/>
- <http://sfgate.com/technology/>
- <http://witi.com/>

10 HOT Tech Jobs of the Future

- Tissue Engineer** - Engineers who design and grow new tissues and organs.
- Gene Programmers** - Scientists who alter DNA to prevent diseases, birth defects, and cancers.
- Pharmers** - Scientists that raise genetically engineered foods with therapeutic proteins.
- Data Miners** - Gurus who find tidbits of information from mounds of research.
- Hot Line Handymen** - Remote diagnosticians, that handle electronic repairs.
- Virtual Reality Actors** - Pros that act in cyberspace interactive dramas.
- Narrowcasters** - Personalized advertising using tastes and smells with buy direct messages.
- Turing Testers** - Human simulators developed by computer engineers to be internet assistants and customer service representatives.
- Knowledge Engineers** - Artificial intelligence brokers that translate knowledge into software.