



FINDING A JOB

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Everyone thinking of going to the USA should read this chapter as it contains essential information on getting a Social Security Number which you will need before you can work in the USA.

This chapter also contains information on finding employment, what you will need to do to get your Irish qualifications recognised and a sample résumé (CV).

Will I be able to work in the USA without a Social Security Number?

A social security number (similar to Irish Personal Public Service Number - PPS No) is required by law in order to work. It is issued only to those with a valid work or residency visa stamped on their passport.

It will be difficult to get work until you have your Social Security Number. Employers, banks, colleges as well as utility and health insurance companies will need your SSN number for tax and ID purposes. There can be delays of 6-8 weeks in getting a SSN in some cities. Bring back-up funds to see you through an extended period of not being able to find work.

How do I get a Social Security Number?

To get a Social Security number or a replacement card you must prove your US citizenship or immigration status, your age, your identity and proof of address (you will need to have an address that is not a hostel or hotel). For a replacement card, proof of your US citizenship and age are not required if they are already on file.

By law only certain documents can be accepted as proof of US citizenship. **If you are a US citizen** Social Security must see:

- Your US driver's licence or a State-issued non-driver identity card
- Your US passport or a certificate of naturalisation or a certificate of citizenship.

If you do not have these specific documents or cannot get a replacement for them within 10 days, Social security will accept documents including:

- Employee ID card
- School ID card
- Health insurance card (not a Medicare card)
- US military ID card or Adoption decree.

If you are not a US citizen then different rules apply for proving your immigration status. **If you are not a US citizen** Social Security must see your current US immigration documents. Acceptable documents from the Department of Homeland Security include:

- Your Form I-551 (includes machine-readable immigrant visa with your un-expired foreign passport)
- I-94 with your current valid foreign passport or Work permit card (I-766 or I-688B).

For information regarding Social Security numbers please see the website www.ssa.gov or contact your local Social Security office in the USA. If you are in the USA and want to find your nearest office you can call 1 800 772 5008.

What documents should I bring to help me find employment?

You should bring:

- Details of your qualifications, which are necessary if you are going to work in the USA on a work visa. You should bring copies of your Leaving Certificate, Trade Certificates/Degrees, and other Certificates of courses completed
- US style résumé (similar to a CV) and employment details. For more information on this please **see pages 144-146** for a sample résumé
- Work references and character references.

Will my Irish qualifications be recognised in the USA?

If you completed your education outside of the USA you may need to have your qualifications evaluated in order to have them understood and recognised by educational institutions, employers, licensing and certification boards in the USA.

When should I have my qualifications evaluated?

You should have your credentials evaluated as early as possible after you arrive in the USA, if you have not done so before you leave, so that you can make the most out of the evaluation, for example, to help you find a job in your qualified occupation as soon as possible.

If you plan to study in the USA, having your Irish qualification evaluated will show you how your educational qualifications are viewed in the USA.

If you are seeking employment, the evaluation will help you identify positions for which you have the required educational background.

Is there a USA government agency that evaluates qualifications?

There is no US government agency that evaluates qualifications. Qualifications are evaluated by universities and by private organisations. A number of academic institutions have employees who evaluate international qualifications.

For more detailed information about evaluations and for links to organisations that carry out evaluations please see the website www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html

What is the cost of an evaluation?

The costs of evaluations vary. If you have a document-by-document evaluation, it costs \$100.00 (2007 figure) approximately. If you have a course-by-course evaluation it costs \$150 (2007 figure) approximately.

How long does it take to obtain an evaluation?

To have your qualifications evaluated it can take between 7-10 working days depending on the type of service that you request. However if additional research, correspondence or verification is required an evaluation will take longer.

What documents do I need to send for evaluation?

You will need the following documents:

Secondary education documents

- Official secondary school certificate or diploma
- Official external examination results issued by the appropriate examining authority
- Official secondary school transcript, if the purpose of your evaluation is further education.

Higher education documents

- Official academic transcripts, indicating all annual examination subjects and grades for each year of a program
- Clear, legible photocopies of all degrees, diplomas or certificates (issued by universities or other institutions authorised to confer academic awards)
- Registration and licence certificates for state-regulated professions (medicine, dentistry, nursing, midwifery, pharmacy, teaching, etc).

What if my documents are not in English?

If your documents are not in English, you must submit precise (almost word-for-word) English translations together with your foreign-language documents. Translations prepared by the school or university that you attended or by authorised translators are acceptable.

Are there any other factors to consider?

It is important to know that it can be difficult to find a job if you do not have valid work visa. In some sectors employment is more difficult to find due to economic downturn.

For those who are authorised to work be advised:

- You may have to wait before you get the ideal job. In the meantime, find some form of employment as soon as possible
- Résumés are US style CV's. These are one-page, "hard sell adverts" of yourself designed to bring you to interview stage
- Emphasise your achievements in work. What you did is more important than your job title
- Describe your experience/qualifications in a simple, well-organised summary, focused on the type of employment you want
- You may consider preparing several résumés, each designed for a particular job
- A typed letter of application preferably addressed to a named person (where possible try to avoid Dear Sir/Madam letters unless you do not have the name of person to refer to) should accompany every résumé. This letter is considered very important when applying for a job

- You can get help on the most up-to-date style of application letters and Resumes from any of the Irish Centres in the USA (see **Chapter 13 - Irish Contacts**).

Is there any other advice on finding a job?

To help you find a job you should:

- Tell everyone you know you are looking for work
- Contact as many people as possible to ask if they know of any job possibilities
- Be aware to find a job you may have to look beyond the traditional Irish areas
- Contact employers directly
- Check in local and national newspapers, trade press, the Internet (please see **page 143** for employment links)
- Check in local shop windows, libraries, the Yellow Pages - www.yellowpages.com, job fairs, employment agencies and Irish Immigration Centers (please see **Chapter 13 - Irish Contacts**)
- Consider a volunteer position to help you with networking and references in the USA.

When you are notified for interview, make sure to learn as much as you can about the company/organisation, as it is important to show you have done your homework. Try to start working as soon as possible even temporarily as you will then:

- Get to know USA work practices
- Get work references from the USA
- Find it easier to get another job once you already have one.

If you take a job that finishes late at night check if:

- Your employer provides transport to your home.
Confirm this at interview
- It might be possible to share a taxi with a colleague who may live near you.

Internet Web/Job Sites

www.hotjobs.com

www.jobfind.com

www.monster.com

www.careermarketplace.com

www.rileyguide.com

www.jobbankUS.com

www.gojobs.com

www.funjobs.com

www.wetfeet.com

www.blastmyresume.com

www.careerbuilder.com

www.craigslist.com

www.hirediversity.com

www.career.com

www.recruitersne2rk.com

www.jobsearchlink.com

www.flipdog.com

www.salary.com

www.job.com

www.nationjob.com

www.jobsonline.com

www.nettemps.com

www.hcareers.com

www.vault.com

Mary Mulligan

RÉSUMÉ

CONTACT DETAILS

Address 15 Salem St
East Boston
MA 02128

Telephone 617 555 1324

Mobile

Email

OBJECTIVE

To obtain a challenging position in which my Accounting and Administrative skills can be utilised.

EXPERIENCE

May 1999 – Present

Company JJ Thompson, Boston MA.

Position Accounts Payable Department

Duties include

- Resolve billing discrepancies from publications and broadcast media departments
- Assist with auditing procedures
- Calculate net amounts of credits and sales taxes
- Track missing invoices
- Analyse invoices and check returns
- Validate accounting documents for mathematical accuracy and consistency

**EXPERIENCE
(CONTINUED)****May 1997 – May 1999**

Company Rubenstein & Co, Boston MA

Position Administrative Assistant

- Duties include*
- Maintained correspondence with government agencies; domestic and International banks
 - Dealt with client companies via written, telephone and Internet communications
 - Organised research data and wrote up reports for supervisor's review
 - Updated account information

May 1994 – May 1997

Company O'Neill Building Supplies, Dublin

Position Clerical Officer

- Duties include*
- Handled all customer enquiries by phone, Internet and in person
 - Received and processed orders on a daily basis
 - Recorded journal entries, verified data and reconciled discrepancies
 - Prepared account analysis and monthly reports

EDUCATION**Sept 1991 – June 1994***School* NCEA Diploma in Business Studies from
Regional Technical College, Dublin*Major* Accounting**Sept 1986 – June 1991***School* St Louis High School, Dublin*High School**Diploma* Honours**COMPUTERS**

Lotus, Microsoft Word, Microsoft Excel, Apple Macintosh

OTHER SKILLS

Comprehensive knowledge of French

REFERENCES

Available upon request

