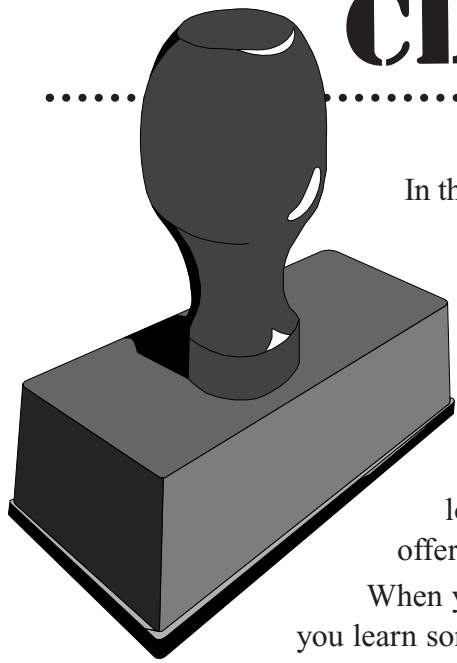


CLASSIFIED Classroom



In the Classified section of the newspaper, you will find lots of information that can help you build life skills. People pay the newspaper to run ads that they write when they want something. They may want to sell or buy an object, or they may be looking for help and are offering jobs.

When you read a Classified ad, you learn something of value. Reading those ads is a skill you can really use.

Because the ads cost money to run, with the price usually based on how long the ad is, most people write short ads that take up the smallest possible amount of space. Often, they use abbreviations, meaning that they shorten or abbreviate words by not using all the letters. Usually they leave out the vowels and assume that the reader will be able to guess what the word is anyway. The ads are easy to read if you can understand the abbreviations.

Cracking the Code

On the next page is a Help Wanted ad that might be placed by someone looking for a person to do a job. People who are looking for jobs read the Help Wanted ads to find the job that is right for them. The abbreviations are almost like a code. When you read an ad, you're really figuring out the code so that you can understand the message. The key to cracking the code is knowing what kinds of things people want in a job. If you know what people are looking for, it will be easier for you to understand each word in the ad.

People want either full-time or part-time work. (Usually, full-time means 40 hours each week and part-time means anything less.) They might want to work in a job they have had some experience in. They might want to know how much vacation they will get (meaning the number of days when they don't have to come to work but will still be paid) and what the benefits (such as health insurance) are. They

will need to know how much education is needed for the job and what some of the work is like. Finally, they have to know how to answer the ad and apply for the job.

905 Help Wanted

USED CAR MANAGER
DARCARS Automotive Group has an immediate opening for an experienced individual with a proven record of success in used car management. Must have the ability to sell, train, and motivate. This is an excellent opportunity to join one of the largest automotive organizations on the East Coast. Earning potential over \$150K/yr. with full benefits. For confidential interview call Sam Bruner at 240-494-2531.

MECHANIC
We have opportunities for two people. Tag & Title and Bookkeeper position. Attributes should include detail oriented, responsible, exceptional people skills and a positive attitude. We'll train for an appointment at (301) 423-5111.

MECHANIC
LTD. truck fleet has openings for shop and road service mechanics. Excellent pay and benefits. Call 301-937-2643.

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905 Help Wanted

COMMUNICATIONS
Installers & technicians to provide service for cable work for cable TV, cable modems & telephones in Alexandria & Arlington counties. Per week. Must have truck & tools. Call bet. hrs. of 9am-3pm., Mon.-Fri. EOE. 703-928-1618

COMPUTER
2 yrs field exper. working on HP lasers and PC's software knowledge a must. Great benefits. Call 301-251-5490 or fax resume to 301-251-5655

CONSTRUCTION
Century Concrete is accepting resumes for superintendent candidates in the No. Va. area. min. of 5 yrs exper. & knowledge of layout, excavation, form work, etc. Excellent salary/bonus/benefits pkg. Fax resume & salary history for last 3 yrs. to 757 460-6296 or email resume@centuryconcrete.com

CONSTRUCTION LABORERS
needed for project in Alexandria, Va. Call 703-971-5240.

CONSTRUCTION
Construction - MECHANIC for Loaders and Excavators. Prince Georges County 301-656-4400

SITE WORK ESTIMATOR
Exper. excavation & utility estimator for Metro MD market. Use HCSS, career opp in our La Plata area. Full benefits. Send resume to: Rick Resorator, Facchina Constr. Co., Inc., P.O. Box 186, La Plata, MD, 20646, fax: 301-753-3784, email: rresorator@facchina.com

COOK/PT NIGHTS
Mon & Fri. 8pm-1am; Tues/Wed/Thurs. 8pm-12am. 703-967-5516.

COOKS
Cart. w/ min 2 yrs exp. to prep and cook meals. from 8-30am. weekdays. At kitchen in Arlington Va. Contact Denise 703-534-7006 or 301-486-0300

COPY OPERATOR
Growing copy shop in Landover/Cherry seeking trained DocuTech operator. Must be trained on the Digiprint software. We also do binding, cutting, and other finishing work in-house. Pride in your work will impress to work as part of a team willing to grow. candidate. Fax resume to 301-773-9521.

COURIER
PT delivery. Start your day with some extra pay delivering the Wall Street Journal. Mon-Fri. \$160/wk. Alex/Springfield/Franco. ne. 202-563-3163. Ask for Dolie

CUSTOMER SERVICE
Major building services for PT janitorial cleaners & supervisors in the Falls Church, VA area. Excellent pay & benes. To apply, call: 877-933-8833 & refer to ad no. 3.

Customer Service/Sales
Do you make \$25 an hour? If not call us. Sales experience a plus. We offer:
• Competitive Wages/Strong Commissions
• Day/Night Shift
• Next to the metro
Please call M-F 9-5 asks for Judy 703-385-1405

DELIVERY DRIVER
F/T, Mon-Fri., no CDL req'd. No. Va. wine distributor. \$450 per wk. Full medical/dental/person: 8397 Paris St., Loudon, Va., 703-339-6886

DRIVER
Busy courier CO needs exp. per's counters w/own car. Guaranteed. 500.000.000. 703.703.1243

905 Help Wanted

HUMAN RESOURCE
Direct experience implementing SAP systems for mid-large size enterprise located DC. Exp'd in hiring, personal actions, internal job bidding, organizational restructuring, w/ strong educational/training background. Min travel req'd.

HVAC MECHANIC
Service & install. Heating & A/C systems. Exp. req'd. 703-560-8830

HVAC TECH
Trane Comfort Specialist Dealer. Svc./install./sales rep. Great benefits. 1-800-355-1889

INTERIOR DESIGNER
Nationally recognized interior design firm located in McLean, VA seeks bright, energetic designer w/ 2-3 yrs exper. Great opportunity to join a dynamic team designing luxury hotels & resorts across the country. Qualified interior designers may send resume/design-business301@yahoo.com

IRON WORKERS
Steel erector who appreciates every employee's dedication. Need top notch connectors for FT employment. Exc. pay & benefits. Call 703-471-8174

LANDSCAPE DESIGN
Res. Design/moving, mulching, leaf removal & landscaping. 2 yrs exper. Spanish spkg a plus. Call 703-380-8613

LANDSCAPE MAINT/FOREMAN
For mowing, mulching, leaf removal & landscaping. 2 yrs exper. Spanish spkg a plus. Call 703-380-8613

LEARN TO DRIVE TRACTOR-TRAILERS ALLIANCE
TRACTOR-TRAILER CENTERS LADYSMITH, VA 1-800-334-1203

LEASING CONSULTANT
Part time position open in Alex, VA. This is approx. 23 hours a week. Must be avail. to work one week day per week, Sat. and Sun. We are looking for an energetic marketing oriented indiv. who likes working with people. Int office visits req'd. Fax resume to 703-329-3138.

MARKETING
Outgoing Grads Entry Level No Exper Necessary
Come discuss opps in our Int'l marketing firm. Travel opps & great pay. Must be avail. to start ASAP. Professional in page a must. Call Ashley. 703-370-7420

MESSAGE THERAPIST
AVEDA. Lic. lifestyle salon. 703-904-0462.

MECHANICS - TRASH TRUCK MECH.
Some welding, own tools & trans. New, 301-424-1427, Rockville.

MECHANIC
w/tools, exp. pairing const. equip. Jim, 202-529-4467; ber

MECHANIC
Year round FT position benefits pkg. Con: 301-953-0344

MECHANIC
Small engine & equip. Spring. 301-384-4486

MECHANICAL HEALTH
Resic. Cooking & housek. 301-703-7501

Mortgage Banking
Greater A. gage Corp. has immed. processor. Must have FI/VA, conventional, automated systems. Sa w/exper attractive ben. Exper'd only need appl. michae@gruiter.com

OFFICE ASSISTANT/REC
Casual office good per. College Park area. Call 301-345

OFFICE ASSISTANT
Nonprofit organization temporary office assist. with day-to-day operations. Maintain computer & furniture inventory of archived files; faxes & deliver to lift approx 50lb. quired. 25hrs a week only. Office mgr. N 1220 L St. NW, #800, WI per. Quickbooks, Excel & bus. 1-877-279-7373 x21

OPTOMETRIST
MD lic. oppy. FT salary & b. 1-868-870-6824.

PAINTERS/JOB SITE SU
-for No. Va. res. re-p. have 5 yrs. min. pain. Compet. wages w/ benes & 1yr-round w/ own trans. Call 703-687-1019 for interview.

PAINTING FOREMAN
-Ft. reliable, organized, 25+ yrs. exp. Fax resume: 703-

PEST CONTROL
TE Good benes & pay. 703-5

PHYSICAL THERAPIST
Bilingual pref (Spanish) in MD. Fax resume 301-4 301-408-2800 to set up ll

PLUMBER SERVICE
vehicle provided. Health paid vacation & holidays. Call 703-525-92

PLUMBERS HELPER
Must good benefits, paid vac holidays. Call 703-525-92

PLUMBERS WANTED
- F. in the No. Va. area. Call 703-441-9499.

PRINT T-SHIRTS
-Seeking help with printing & heat pressing numbers. Barbara Simpelo 703-644

PROPERTY MANAGEMENT
BUILDING ENGINEER

Retail Jewelry

JARED
The Galleria Of Jewelry

Interviewing Now For
Another New Location Near
Fair Oaks Mall
in Fairfax

Used Car Sales Representative
Looking to make BIG MONEYs in the Washington area's largest one owned Lincoln Mercury Dealer. Join our winning team. At our Lincoln Mercury Best pay and back w/ commission paid on all sales. Experience preferred! Demo truck = \$500 & Substantial Bonus! Call Nadeem or Jume 301-990-3900

DRIVER
CDL req'd. No. Va. wine distributor. \$450 per wk. Full medical/dental/person: 8397 Paris St., Loudon, Va., 703-339-6886

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