



EMPLOYMENT TIME

QUIZ
INSIDE

This week

**HOW TO FIND YOUR
FIRST JOB. READ
ARTICLE HOW TO DO
IT AND GET INSPIRED**



**WORKING IN GERMANY
WHAT YOU NEED TO
KNOW**



**CHOOSING YOUR
EDUCATIONAL PATH**



**HOW YOU SHOULD
WRITE YOUR CV**



FINDING YOUR FIRST JOB ARM YOURSELF WITH INFORMATIONS

Smart thing to do might be to start with improving your CV. CV is the first impression you will leave at your potential employer. It needs to present you in the best possible way. As you may already know, lying in a CV is a big NO. Keep the informations about yourself short and interesting, because it is more likely that it will be read superficially instead analysed into details. Adjust your CV to the job you are applying for - yes, it means that you have to change it every time, but it is worth of it. Once you are

What happens
when you enter the
job market for the
first time? Pretty
much everything,
so it is better to be
fully prepared.

done with your CV upgrades, you have to do the research about companies you would like to work in. Every employer appreciates when you know the stuff about their business. Come prepared. Arm yourself with the informations. Also, it is important that you look decent at your interviews, so take care of your clothes as well. It will play a big role in employer perception of you, so try not to look to casual. Last, but not least - be ready to work in a mine. Not literally, don't worry. But it can sometimes be harder than working in a real mine. Mining is usually used when you need to dig for whatever you need in endless internet corners. Search for popular sites who are offering informations about jobs with opened positions. Don't rely or limit yourself only on on

WORKING IN GERMANY WHAT YOU NEED TO KNOW

You think Germany is heaven for foreign workers? Think again. As tempting as it sounds, like every good story easy to accomplish - there is a catch. Salaries in Germany truly are one of the highest in Europe, but so are the costs. Germans who live a fancy and classy life are the ones that are familiar with the law and as citizens of Germany have better working conditions. You cannot expect you will live by their standards. It still can be a profitable venture for you, or even a life decision - depends on your plans. Here are two useful advices if you are planning to go germanisch:

1. Take basic learning lessons of german language - you don't have to invest too much as you will have the opportunity to learn it for free once you arrive. But still, it is better to come already being able to do some stuff without *cronglish* or *greeklish*. Like buying a bier.

2. Coming alone is at least 10 times more harder than doing it with your family, friends or the love of your life - imagine how hard would it be if you had to deal with all the administration and having nobody to help you. Also in a life changing decisions and big deals like that you should be a really strong person if planning to carry it all on your own back.

Hope this was useful to you and don't forget you can find two more advices in our next issue.



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Choosing your educational path

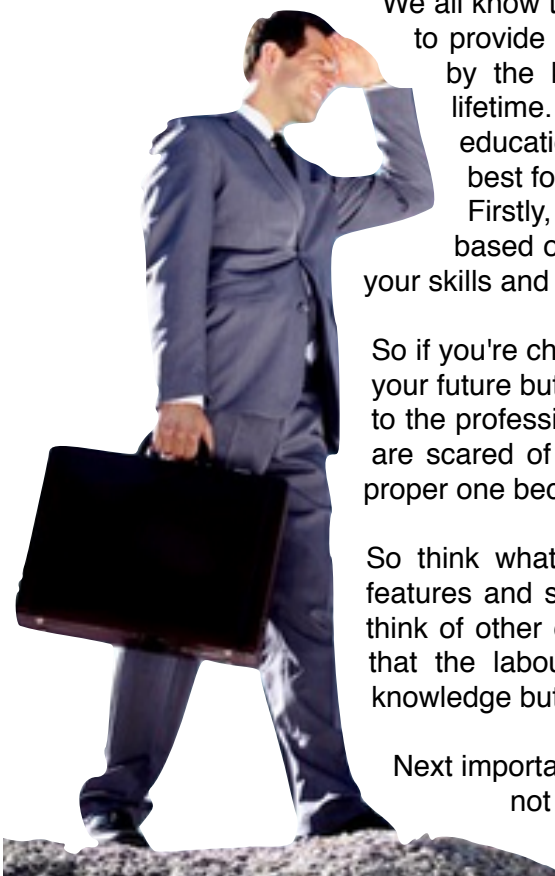
We all know that it's not enough just to make a decision about our job carrier to provide you getting the job that you've chosen. It has to be supported by the knowledge and competencies that you can get during your lifetime. That's why it's important for people to make the right educational choices. Here you have tips how to make this decision the best for you.

Firstly, ask yourself what do you want to do in your life. It should be based on your interests, hobbies, but also, what is really important, on your skills and predisposition, generally at things that you are good at.

So if you're choosing your study faculty think about what do you want to do in your future but also take into the consideration if you have the predispositions to the profession you chose. For example if you want to be a doctor, but you are scared of the view of blood you should consider if that profession is a proper one because you wouldn't even finish your studies.

So think what personality traits, soft skills you have and then think what features and soft skills your dream job requires. If they don't fit, you should think of other carrier path, where these features are needed. Be aware that that the labour market needs specialists, people, who not only has the knowledge but also the predispositions.

Next important things is to do a research of the labour market. Pay attention not only on the current situation, but also think about the job situation when you finish you your education, because in few



years the market needs can be changed. So think over of choosing studies or school that will give you the knowledge and skills to be able to work your dream job is a good idea, because probably you won't even get a vacation because of the lack of them. But don't make your educational choice on depending only on the market's needs. If you'd follow only the market demand and not your personal preferences, it's likely that you'll not feel succeed in and you'll be frustrated about your job.

„Pay attention not only on the current situation, but also think about the job situation when you finish you your education”

Another issue about the educational decision is choosing right university or school. Do a research of them, read the opinions about them and choose the one that will give you a useful knowledge and skills.

In summary, while choosing your educational path, combine the market's needs with your preferences and skills. Make this choice clever and responsible because it affects your all life time.

HOW YOU SHOULD WRITE YOUR CV?

When applying for a job it's essential to make a good first impression by having a good CV. Your recruiter should get a clear information about your abilities and experience. You should let him know that you're a proper person for the job that you apply.



So what should you write on your CV?

Start with your basic personal details, like name, surname, e-mail, phone number. Write or type your name and surname with big letters. That's important, because then your possible employers will connect clearly your experience, abilities with your name. Write also the job title that you're applying for.

When you write about the education that you got, and you have a bachelor's or master's degree don't mention the high

school that you've graduated from. It's obvious that if you went for studies you finished it. You can actually mention about it if it was a particular, specialised school or a prestigious one.

Pay attention on what you write about your experience. Put it in chronological order with the latest job at the beginning (don't forget about the datas). Write what position you had in what company, but what's essential, write what you where in charge of there and what was you contribution for the company like: I increased sales results by 20%. Let your recruiter know how you were involved in your job.

In the next part of the CV, you can put information about particular achievements, successes you had, like winning a national competition. But mention only the ones that are connected with

the job that you want, for example don't put the information about winning the national competition in cooking when you're applying for a vacation of sales manager. Remember the same rule while writing about your hobbies and interests, mention ones that are connected with the job that you want.

So what shouldn't you do in your CV?

First and the most important rule in writing a CV is: don't lie. If your recruiter will figure out that something on your CV is a lie, then all the rest of the information will be also a lie for him, even if it's proofed by diploma or certificate.

Don't put useless information in your CV, give your employer essential information that can be important for him.

QUIZ

In order for us to estimate your personal Interests and Usual Style, you will first need to answer a series of questions. Read each pair of phrases below and decide which one of the two most describes you, then select the radio button next to that phrase.

As you make your choices, assume that all jobs are of equal pay and prestige. When you have answered each of the questions, click "Continue" to go on. There are 24 total questions.

#1.

- I would rather be a wildlife expert.
- I would rather be a public relations professional.

#2.

- I would rather be a company controller.
- I would rather be a TV news anchor.

#3.

- I would rather be a tax lawyer.
- I would rather be a newspaper editor.

#4.

- I would rather be an auditor.
- I would rather be a musician.

#5.

- I would rather be a production manager.
- I would rather be an advertising manager.

#6.

- I would rather be an accounting manager.
- I would rather be a history professor.

#7.

- I would rather be a bookkeeper.
- I would rather be an electrician.

#8.

- I would rather be a writer.
- I would rather be an elected official.

#9.

- I would rather be a clerical worker.
- I would rather be a carpenter.

#10.

- I would rather be a payroll manager.
- I would rather be a manager of engineering.

#11.

- I would rather be an audit manager.
- I would rather be a safety manager.

#12.

- I would rather be an artist.
- I would rather be a salesperson.

#13.

- I am usually patient when I have to wait on an appointment.
- I get restless when I have to wait on an appointment.

#14.

- It is easy to laugh at one's little social errors or "faux pas"
- It is hard to laugh at one's little social errors or "faux pas".

#15.

- It is wise to make it known if someone is doing something that bothers you.
- It is wise to remain silent if someone is doing something that bothers you.

#16.

- It's not really OK to argue with others even when you know you are right.
- It's OK to argue with others when you know you are right.

#17.

- I like to bargain to get a good price.
- I don't like to have to bargain to get a good price.

#18.

- It is easy to be outgoing and sociable at a party with strangers.
- It is hard to be outgoing and sociable at a party with strangers.

#19.

- I would read the instructions first when putting a new toy together for a child.
- I would just "jump in" and start putting a new toy together for a child.

#20.

- It is usually best to be pleasant and let others decide if your ideas are worth accepting.
- It is usually best to be forceful and "sell" your ideas to others.

#21.

- I usually like to work cautiously.
- I usually like to work fast.

#23.

- I don't like to have to persuade others to accept my ideas when there is a strong forceful opposition or argument from others.
- I like to sell and promote my ideas with others even when it takes some argument.

#22.

- Generally I prefer to work quietly with a minimum of wasted movement.
- Generally I prefer to move around and burn some energy while I work.

#24.

- It is better to listen carefully and be sure you understand when topics are being discussed.
- It is better to speak up quickly and be heard when topics are being discussed.

If your majority answers are „B”, you prefer maths, physics and chemistry. You are good with numbers and you easily find your way in any exact science. Your carrier world is in laboratories and scientific institutions.

If your majority answers are „A” your carrier profession is likely to be a psychologist, a teacher, a social worker or a manager. You are able to express yourself easily and you are interested in human nature. Communication is not an obstacle for you and you are an easy-going person who gets along with subjects like languages.