

# gotWORK?

GUIDE TO SUCCESS



## EU Employment

Making the right career choices

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# HOW TO CORRECTLY CHOOSE YOUR CAREER

**MATEJA PLODINEC**

The time for making career choices, which will influence our lives greatly, is usually roughly between the ages of 15 and 20.

## **What are the things that influence young people's choices?**

Firstly, it is their families. Their own career choices, suggestions and tips are something young individuals cannot overlook. Secondly, it is their friends. The choices they make at this, still quite immature age, are often connected to how their friends feel and what did they decide for themselves. Everyone wants to feel like they belong so it is not unusual for them to choose careers according to their friends' choices.

Thirdly, it is the experience of others. Sometimes even fictional characters in movies or TV series makes people want to choose a certain job. But what is really important? Remembering that everyone is good at something. Parents should recognize the talents of their children and direct them towards fulfilling their true potentials. It is young individual's job to do their best to be good at whichever career they choose.

If young people do choose their career wisely they should still pay attention on a couple of other factors as well. Their lifetime prospects can be greatly improved by choosing schools with high graduation rates, generous scholarships, and high-expected earnings. The information needed to make a wise decision, however, can sometimes be difficult to find and hard to interpret.



If a young individual is keen on enrolling into a university, the information on scholarships and graduation rates should be easily accessible on the universities' websites. Once you've chosen a program for yourself you can find academic scholarships and possible funded programs based on academic performance. There are also many well-paid job openings going unfulfilled because employers can't find workers with the right skill sets that young workers could learn from training programs apprenticeships or an associate's degree.

Whichever choice a person makes, make sure you do not forget that everyone has a place in the world and people should not be guided only by materialistic reasons because their career choice is something they will probably be doing for the rest of their lives. Everyone should choose a profession, which offers both personal and professional growth.

# THE CV AS A COMPETITIVE TOOL

**CHRISTINA THEODOROU**

The Curriculum Vitae/ Résumé is one of the most important tools in getting the job. Even though it is challenging to express all your theoretical and practical skills gained through your studies and experiences, creating a competitive CV in the right way can maximize your chances towards success.

## **Basic guidelines:**

1. Must be written on a computer.
2. The same CV cannot be used as an application for multiple positions.
3. Related professional work experience should be always displayed in reverse chronological order (from the most recent to the oldest job).
4. Can be maximum of 2 pages.
5. Never use colorful backgrounds and unreadable fonts.
6. Include cover letter.
7. Customize your CV and cover letter according to the job you are applying for.
8. References should be available upon request.
9. Clearly list your responsibilities in your previous experience in bullet points.
10. A correctly filled-out Youth Pass can increase your chances in employment.

## **Must Include:**

- Name
- Phone number & email
- Short description about self
- Name of position applying for
- Experience/Education – whichever most impressive
- Languages
- Additional Skills and Competences
  - Software skills (Advanced – means you can use 70% of the functions of the software)
  - Mention any software you used in previous jobs
- Life support qualified
- Erasmus+ programs
- Hobbies
  - Be vague not specific (ex. Sports)
  - Hobbies should be relevant to who you are, an extension of your character
  - Be care with what you include because of how it could be interpreted

## **What you should leave out**

- Driver's License – unless it's required
- Photos
- Age
- Gender
- City
- Voluntary Work
- Publications – only if relevant to the job applying for

# 3 STEPS TO FIND A JOB

**GABRIELLA GÓSI**

Today, in the times of globalization and unemployment, one of the hardest things to achieve is finding a job, which is right for you; to find your way, your place in the world.

## **The question is:**

**Do you want to work at your ideal job, you've always dreamt about from childhood?**

**OR**

**Do you want to get a job in which you can use your individual skills and competences?**

1. The first step in achieving your dream is to be honest to yourself. Find your individual characteristics in yourself, your strengths, which makes you different from the others and select the jobs and the fields, which fits you.

2. Next step is to search these kind of jobs everywhere, use our possibilities:

a) gather around and ask your friends, relatives, every people who you knows, because you never know; nowadays these built partnerships and contacts can really help you getting a job.

b) searching online:

In the official and unofficial databases you can find as many jobs as you want. Be careful with unofficial job advertisements, suggesting to check previously the company before going on an interview.

Usually you can search by country, by city, by field, by salary, by language expectation or if you would like to have a part time or a full time job.



On Facebook you can also find lots of unofficial groups by countries or cities, but LinkedIn is the official site or application, where you can also find the companies.

3. The third step is the application:

Make a good CV and cover letter - be aware of it because it's the key in getting the interview. If it's not good, you won't get invited to a personal interview.

During the interview, you have to 'sell' yourself to the interviewer (who could be the director, the HR person or others also )

Highlight your skills and competences, your strengths!  
Don't be arrogant!  
Be honest!  
Back up your quality with experiences!  
Be individual!

# WORKING ABROAD TIPS

LISA BRINZILA



Many people who decide to work in an other country are fascinated by the distinct cultural perspectives of their new host country. When you work abroad you will find incredible new foods, customs, traditional and social atmosphere.

Before you decide to live in an other country make an extensive research. For a newcomer is very important to learn about the traditions, education, economic situations, politics, habits, religion and the cultural roots.

Before you move it's good to learn the local language. Try to understand the way people think for a better integration. Try to get as involved as possible in all sorts of events: parties, cultural days, sports, concerts and others.

Working in a different country offers many new activities and interests that you may have never discovered if you would stay home.

Living in a new country can be amazing. It all depends on your attitude.





PASSION LED US HERE

## FIND THE WORDS!

REK GUMEMFAEQSME  
IBMMNMNGVVTEJIP  
PZJPUIUNBZIKHNO  
NRESLIKXETMTLTR  
YKEODOWRIZAQVEU  
PRGAI EYNOUAWYRE  
IVNIFAUMVWNLAVB  
NCP IATFB EQGFZIG  
EENTREPRENEUREK  
BXKOHMOV LGTWI WV  
VLPSS E CCUSARQBL  
XPLJGIAABROADHS  
ONZBYSXVCAWRXWV  
NJSVMYXWNNDLFGP  
EWE XQSCWOREXEEC

ABROAD  
EMPLOYMENT  
ENTREPRENEUR  
EUROPE  
GUIDANCE  
INTERVIEW  
OPPORTUNITIES  
RESUME  
SUCCESS  
WORKING

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