

The New York Times



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The AdvicVor.

These days, if we want to apply for a job and to be reconsidered as the best option for the dreamed Company, we need to attract them. The first contact that we make with them is via our resume. In order to impress the company, we are trying to put a lot of information about us in to the CV. And that is wrong! Let's take a look at right and wrong things that should appear in CV.

First of all, we always start with the name. Make sure that it is possible for employer to recognise it from the table. Below the name, there should be some personal and contact information. People often include the date of birth, which is a mistake, because when you are trying to apply for a job that requires a lot of



knowledge, the employers tend to think, that if you are young, you have less experience than older candidates for the job. You can show them directly in the interview, that you are eager and that you know what you are capable of. Nowadays, we communicate via mobile phones, e-mails, and social networks. That is why there should be definitely e-mail and number phone. Another contact information about us is the address. However, no one from the company will visit you at your place. Leave it.

Second part of the CV is either education or job experience. In education you should mention all of the universities in which you studied, for example when you were on the ERASMUS study or project, you should state it. But don't make it long. It is also good to avoid writing high school inside the CV, unless it has some specialisation that could help you in getting the job.

Furthermore, you should avoid adding a picture, especially for European's resumes. However, if your country requires the photo you should include it. Make sure, that the picture represents you as if you are at the work place.

Subsequently, it is good to adjust the work experiences for the job. If you worked a lot, try to make it simple. You can mention less important job at your first work experience in the time line. Among working experience also counts volunteering, because you gain working experience, even if you were not given any money.

Moreover you should definitely mention skills. It shows, that you were willing to do something for your personal and working improvement. Be honest about what you can actually do. Don't mention useless skills that will not help you. It would be great to rate your skills to 3 categories – basic, intermediate and advanced. Don't mention skills

that you haven't been using in years and you almost forgot them. Most of the CVs contain drivers license, but put it only if you are applying for a job that requires it.

People tend to add their publications and references, but may cause more harm than good. It is expected, that your former employer will say something positive about your previous job. Don't include publications, unless somebody else paid for it (like universities).

Last but not least, one thing that differs you from the working machine are your interests. Employer can, see that you are also social and active.

To summarize, your CV should be simple and organised. It should attract employer from the first sight. It ought to be memorable. Make sure that you satisfy all the requirements that are needed from the employer. Good luck at your new job !

Anton Porvaznik

Small step for you, big step for your career.

Are you confused about your future? Here are some advice you should take into account in order to make the right decision for your career. Before you make the right choice for your career, you should have a concrete idea of yourself. Your personality should be a really helpful guide for your final choice and for your final decision on what suit you better. The choice of your career should be based in these three factors: your interests, your skills and the needs of the job market.



Regarding your interests, think of what satisfies you the most and what makes you spend lots of time on it with pleasure. It is very important to have a job that you like and that does not make you uneager to devote some of your personal time in order to fulfil your duties, which the job requires. Waking up with the thought "Who needs to work today again?" is not a sample of a satisfying occupation that completes you. Because it is really important that the job you are going to choose will make you complete as a person.

Definitely your interests should not be your only guide for your choosing a career. Your skills and competences also play a significant role for this choice. First of all, you will not be able to be accepted in a job in which you are not qualified or even if you accidentally are, you will realise in due time that you will not be productive and of course you will be unsatisfied with your working result, which is not something that you wish for. So it is of much importance to discover in what you are really good at and to find out what kind of duties you are mostly able to accomplish effectively. In this way, not

understand, before you make a move and get started, be sure that you studied the laws are the requirements for a business like yours, in the country you are interested.

- Study the culture of the customers

Owning a restaurant with pork meat in Europe it is ok, although in Turkey most of the people do not eat pork. This is what we call cultural difference between the customers. Research the culture of the country around the service or the products that your business offers. Otherwise, the possibility of your company failing, is growing.

- Seek for advisors

Actually, a legal advisor, a lawyer is a very important person for your business. The best choice, is a lawyer from your country who lives or used to live in the country you hop to set your business. It is the best way for you to be navigated in a foreign environment.

In addition, it would be more than useful to you, if you try to get involved with other business owners in the country of your interest.

- You need time for the proper preparation

Do not rush! Even if you feel like you are in a hurry, or you feel anxious and excited, take your time. Give yourself time to research, to organise all the steps you need to take. Do not take decisions that you may regret.

Finally, be patient because in many countries the applications you have to complete or the appropriate visas will not be ready overnight.

If you follow the advices given above, then you are one step closer to success. Good luck with your new business!!!!

Skamagkoulis Nikolaos

“Business, obchod, epichirisi, empresa”

In this article of our magazine, we are going to talk with owner of this magazine, who has achieved his objectives successfully and he can show us, how he did it and also give us some advice about business.



- How did you come up with the idea of the magazine?

Firstly, I studied journalism at the university and I started working as a journalist of a family member, so then I began having interests in the ideas of the magazine and I really wanted to try that job. After that they gave me a section in the magazine and when I got enough money, I created my own magazine.

-Did you expect your company to have such an important development?

To tell you the truth, I had the hope that it would be working well but I never thought it could be so successful. We have had lows and rises but finally we have got ahead.

-What ingredients do you think, are needed for a successful business?

The most important ingredients is confidence, because if you don't have self confidence you won't never achieve your goals. You should believe in you and your business. And is important, to have all your thoughts clear as a form to make possible your idea.

Also you should have empathy, because you will need to work in team, almost every time, and you must fill with patience in order to understand the other people and be agree with them.

-What are you planning to do in the future in order to preserve your success?

This is a difficult question because you can't guess the future, but actually I think I would continue with the magazine trying to improve it every day in order to become the best company in our sector. Maybe one of our next projects is to take abroad the business ,starting selling the magazine in other countries.

-Did you find difficult the entrance in the working market?

Not just to enter the business, but to be taken seriously

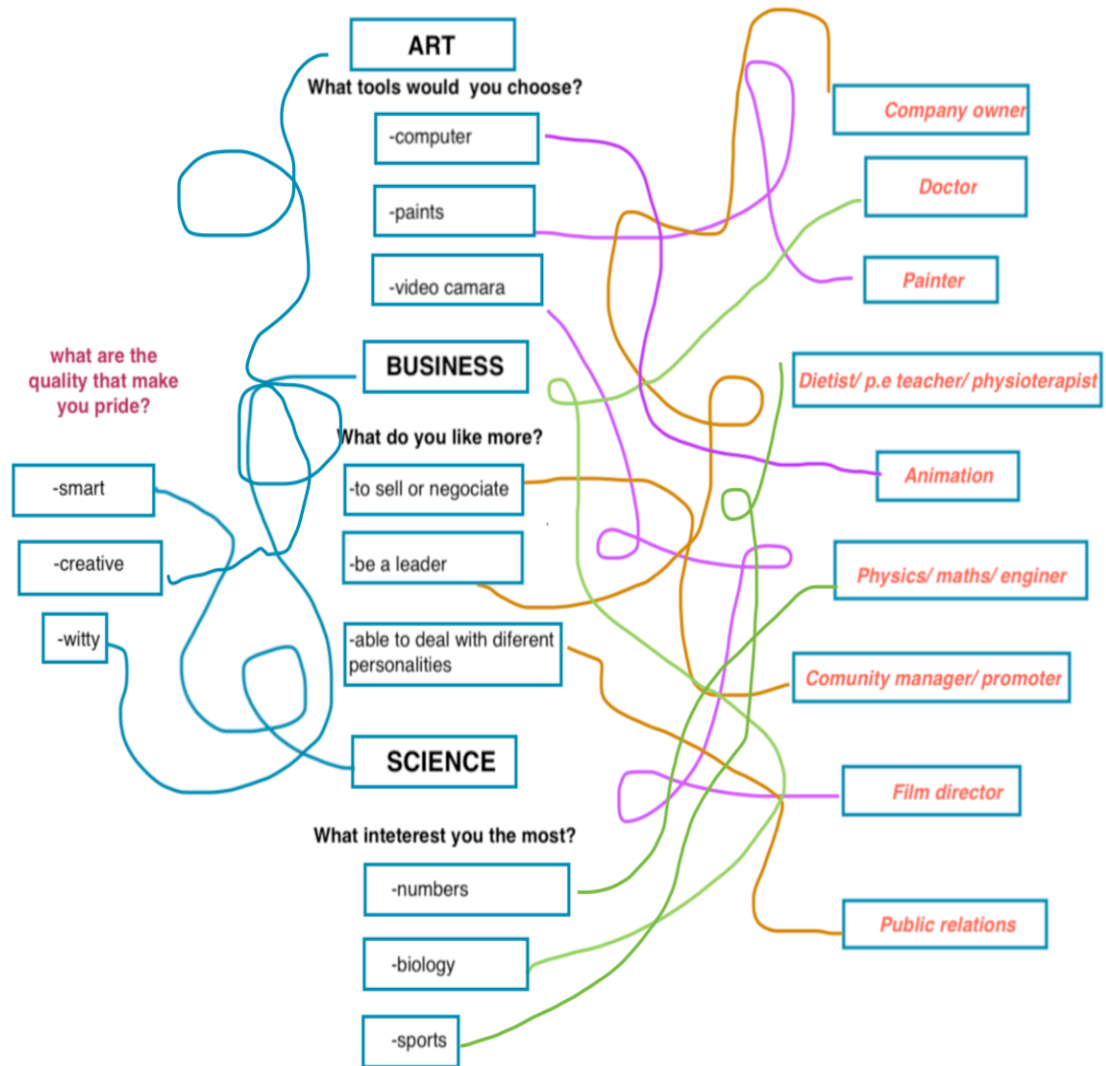
-What would you like to advice to start up the business ?

To take care with the money, because to open a business, you must have saved enough, and also be aware of what you have to spend and what you should invest .

Violeta Lopez Agea

JOB - BE !

Here there is a game through which you can find out which professional field is the most appropriate for you. Just try it and discover the kind of your talent!



Erasmus+

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