

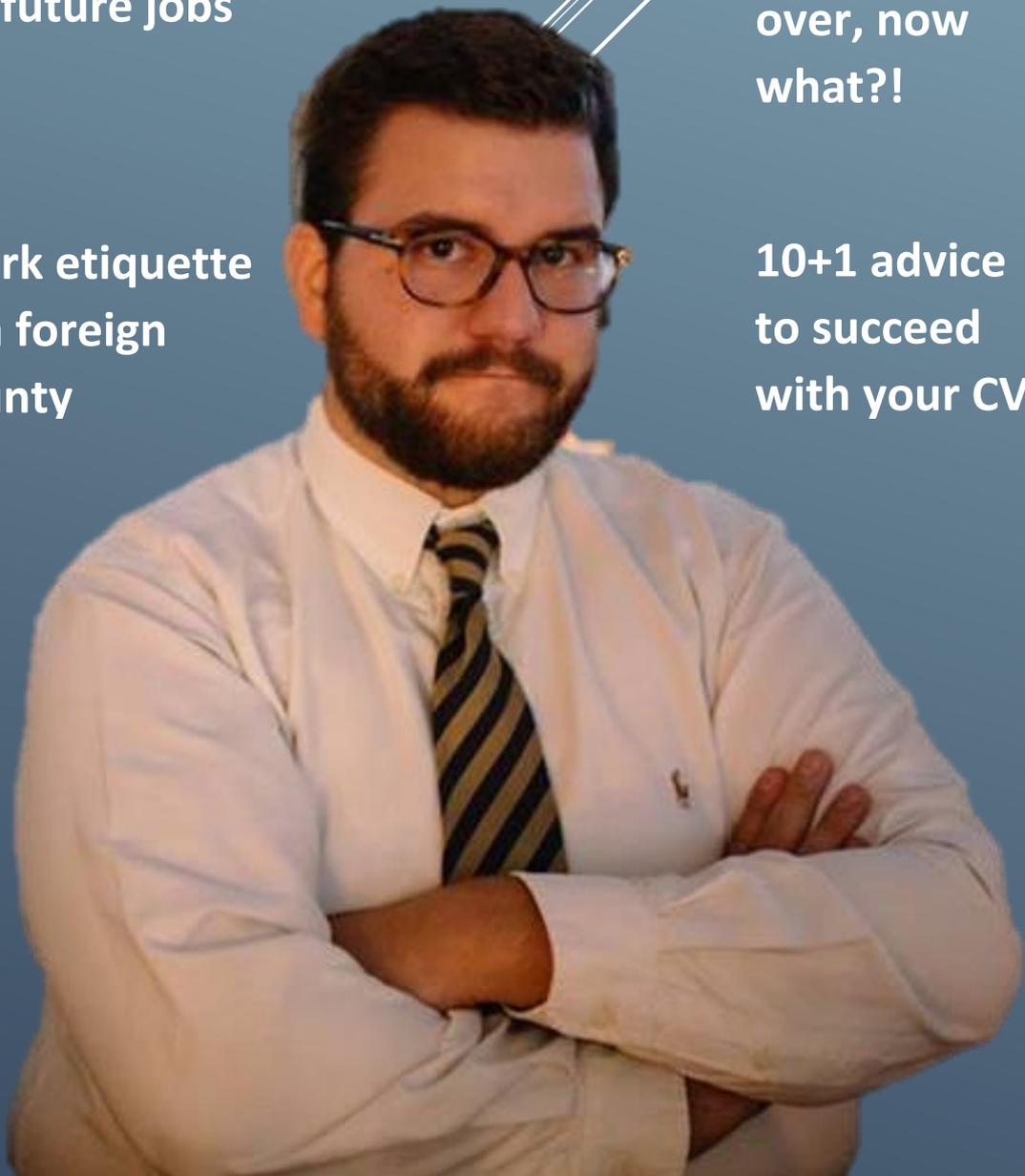
SUCCESS

How to prepare
for future jobs

High school is
over, now
what?!

Work etiquette
in a foreign
country

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to succeed
with your CV



High school is over, now what?!

Written by: Emilija Tochkova

In order to make your educational choices you should consider some very important things. You should follow your dreams and try to be unique. You should take some personal tests that will help you to find out more about your character.



First of all, it should be YOUR choice, not what your parents or friends want. You have to think about what you really desire to work for the rest of your life. But that's not all, you should research what kind of jobs are the most wanted ones and how your efforts will be payed.

After that, you should search and get information from more schools and universities. Check their location and how much you have to pay for them. Find people who have already finished that school and ask them about their experience. Always accept the advices from people that crossed the same path. When you are sure what you want to do go for it, but if you fail do not give up! Try it again and again because if you are persisted enough you will get it.

How to prepare for future jobs

Written by: Oleg Apostolov

Our humankind is placed in the middle of a period where half of the jobs that exists today possibly will not exist tomorrow. In order to be successful in your future job, you should be able to predict what is going to be needed the most on the labour market, in years.

It is obvious that the future job seekers must avoid endangered jobs. These are mostly routine based jobs but also start to include jobs that we thought robotics could never take over. Jobs such as telemarketers, little examiners, sewers, mathematical technicians, insurance underwriters, watch repairers, data entry keyers, new account clerks, library technicians and many more are most likely to be computerized in the near future.

Most of us is familiar with the following phrase: "Innovation, the elixir of progress, has always cost people their jobs". It's a paradox on first sight, but when we think about it much deeper and try to make some conclusions for ourselves, this is true. There is no any need to try to stop technical advancements and actually it will not change anything if we do that. What is important in that case? The important thing is to never stop educating ourselves and never stop learning. We should bring out the best of ourselves to be successful.



It is a fact that nobody can predict the future. Look at the last 10 years. Before that social media did not even exist. But now, social media marketing, for example, is one of the most popular jobs all around the world. It is connected to the Internet and technology uprising too.

Still we have to remember that not everything can be predicted, no matter how hard we try. Just stay strong, keep educating yourself, stay away from endangered jobs and your future will be just fine.

The world is constantly changing in a faster pace, some industries crashes while others rises. Technology is taking over and making work more effective and efficient as well as globalization is interconnecting all of us. The fear that technology is automating our jobs lies in everyone, due to the fact that it is rapidly increasing.

There is a whole new generation getting ready for the workforce and as much that some jobs have faded out, many others does not even exist yet. So the hard question here is: How do we prepare these young people for future jobs that will arise in this fast changing world?

In order to create a workforce that will be prepared for future need we have to take into consideration that systems are outdated, models of education and career planning are antiqued and the amount of training for relevant skills is still being on the low. So when is the right time to solve a worldwide problem such as this and secure an eligible high quality workforce for future jobs?

And now let's come up with an answer. We do not have to wait for the system to shift and start teaching the new rules of everyday success. It can be done using the traditional tools, throughout various forums, platforms and channels available to us. We often forget that tools are right in front of us and that the development of those skills can also be achieved through simple conversations or formalized programs. Everyone can play the role of a teacher in the lives of the young people – neighbours, friends, colleagues and employees. This is what our future depends on.

10+1 advice to succeed with your CV

Written by: Enikő Hevesi

When you apply for a job most of the times you have to send your resume first to the company. Firstly, recruiters judge you according to it then you may have the opportunity to introduce yourself personally. So this is the reason why you need to be precise of writing your resume. Probably you have some idea how to do it but here are some viewpoints and also an example which can help you to succeed.

1. Your data

You should highlight your name first of all, afterwards you should give information such as your phone number, address, e-mail address, date of birth, moreover if you apply for a job abroad include your nationality as well.

2. Title

It is not necessary to write 'Curriculum Vitae' or 'Resume' on your CV but it gives a kind of frame to it. In fact it is up to you if you want to use it or not.

3. Work experience

Every time you apply for a position edit your work experience and match it to the job. If you have many experience, highlight the most relevant ones. Always put the latest or the most important one on the top and write down your position with the starting and ending date. In this section you can give details about your duties, successes and results. Try to convince the recruiter that you have the right knowledge and you would be the best person to hire.

4. Without work experience

If you just finished the university and you have no job experience, do not worry. Highlight your related courses in the university, mention your internship, projects and exchange programs you have participated, furthermore, scholarship or volunteer service.

5. Educational background

Start with the highest certificate you have, what you studied and where. If you took part in social activities during your studies mention it and explain why it makes you more colourful than others. With university degree you can skip the high school part.

6. Skills

Languages you speak, strengths, and all other skills or features which are necessary considering the job. Try to be creative and make yourself more special. Stay away from clichés like hard-working etc. Select only the most important ones and you can also give explanation why do you think that it is your skill.

7. Hobbies

You can include your hobbies as additional information but try to choose those which might be suitable for the job. For example if you apply to a workplace where teamwork is vital and you like team sports it can make you more sympathetic to your future boss.

8. Introduction/Short summary

Recruiters read tons of resumes every single day so it can be helpful for them to write a short summary between your personal data and work experience section. Here you are suggested to write down the position you are applying for and why do you think that you would be the best applicant.

9. Outlook

Try to be organised when you write your resume. Dates on the one side and the related information on the other side a bit separated. Bullet points also can be used but long, complicated sentences should be avoided. If you apply for a job which requires creativity make your CV a design because it can raise the recruiters' attention. Regarding the length it is better to keep it short, 1 or 2 pages are quite enough.

10. Spelling mistakes

It is one of the most important advices to check the spelling in your resume. If your resume is full of mistakes you may have less chance to get hired.

10.+1 Photo

To put a photograph into your resume is not compulsory but highly recommended. Most of the time companies ask for resume with a photograph included. The photo should be a profile picture with natural and also professional look. Women should avoid too strong make-up. If there is a dramatical change in your outlook (e.g. hairstyle, glasses), change your picture as well.

Curriculum Vitae

PERSONAL INFORMATION



Encsi Hevesi

Address: 800. Gólyahír str. Domaszék 6781 Hungary

Mobile: +36 30 000 66 85

E-mail: hevesiencsi@resume.com

Date of birth: 13/04/1995

Nationality: Hungarian

I would like to apply for the tour guide position as I am an open-minded, cheerful, motivated and flexible person with positive attitude. Furthermore, I have excellent communication skills in English thanks to my studies abroad.

WORK EXPERIENCE

Jun 2015-Aug 2015

Internship

Travel Agency in Szeged, Hungary

Main duties:

- Answering incoming phone calls
- Providing information to customers
- Arranging travel insurances
- Checking currency exchange rates

EDUCATION

2013-2016

Geography and Tourism Bachelor Degree

University of Szeged in Szeged, Hungary

Geography Degree with Tourism specialisation

Main subjects:

- Management of Tourism
- Product and Project Management
- Geography of Tourism
- Regional Marketing

Sep 2015-Jan 2016

Erasmus Scholarship

University of Alicante in Alicante, Spain

I spent a semester abroad studying Tourism-related courses in English.

Spanish Language Course Level A1

PERSONAL SKILLS

Languages

Hungarian: Mother tongue

English: Level C1 – Fluent

German: Level B2 – Intermediate

Spanish: Level A1 – Beginner

Digital competence

I am a user of Microsoft Office (Word/Excel/PowerPoint).

ADDITIONAL INFORMATION

Hobbies: doing sports, listening to music, reading

Work etiquette in a foreign county

Written by: Tamara Stojanovska

Living and working in a foreign county sometimes is very difficult because you can get nostalgic and get a sense of rejection. So as a stranger you are the person that should adjust to the environment and the people surrounding you. Basic button at a workplace includes:

DO'S

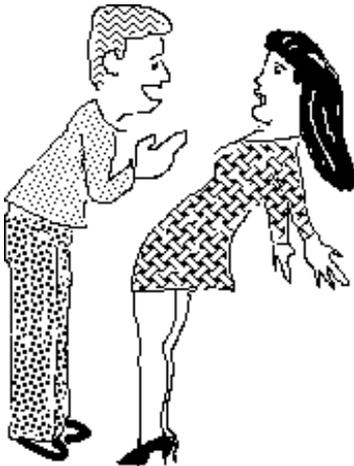
- Adopt "the less I know the better off I am" approach when it comes to workplace gossip.
- Build a positive rapport with your co-workers
- Give others a chance to speak and most importantly listen to what is being said.
- Respect everyones' time

DONT'S

- Do not gossip.
- Do not react negatively to constructive criticism. It's not an offence, it's just a suggestion to improve yourself in a professional way.
- Do not dress like you are going to the club with your friends. Keep your dress code classy and simple.

Fun facts about other countries and their work etiquette:

If working in China get prepared with a lot of gifts. They expect it from you and don't get confused when they decline it. It's a tradition for them to refuse gifts for three times before accepting it.



Expect a lot of invasion of private space if working in Brazil. They tend to stand close to you and touch you as well while speaking, so even if the normal reaction is to get back, you will be considered as disrespectful.

In UAE left-handed people might have some trouble since they use the left hand only for body hygiene. So you have to pass documents, do handshakes and everything else with your right one otherwise it is a great insult.



When you are at a business dinner in India be careful with your orders. Since the cow is a sacred animal in India, ordering a beef dish would be a direct insult to your partners.

Crossword

Made by: Filip Ruk

Topic: Opportunities in the EU for young people



CARY
EMPLOYMENT
ENTREPRENEUR
ERASMUS
EURES
EUROPEAN
GRANT
INTERNSHIP
JOB
OPPORTUNITIES
SERVICE
SHADOWING
SKILLS
WORK

CHALLENGE ACCEPTED.

