

W PERFECT H BUSINESS



Have a high school diploma? You might be wowed by large share of occupations for people with that level of education. Do you have a master's degree? Start dreaming, where you may have more options.

Of course, broad education levels in jobs is just one way to look at employment opportunities. The specific field in which you have your education is important, too—

especially for workers with higher levels of education. And job prospects vary and there are number of reasons.

DO'S AND DON'TS ON A CV

A CV (curriculum vitae) allows you to summarise your education, skills and experience, selling yourself to employers. Only include the main facts. If your CV is just one page, that's fine, as employers only want to read relevant information. Some medical or academic CVs may be longer depending on your experience. Let's define all the necessary and unnecessary information in your CV.

DO'S

- *Write all your personal information on the first page*

Traditionally your CV should start your personal information, but not too personal. You need to focus on your name, your address, email and telephone number. That's it! Nobody care about your marriage status, your children/'s age, religion or birth place.

- *Use an EU template*

The most important thing is to use European template. This is how you will avoid making mistakes in the form – like write it too colorful and including unnecessary information. By the template you can construct your CV in the right way through placing work experience above education. Your photo should be appropriate as well.



- *Explain all your skills and work experience*

If you really want to get this position that you apply for you need to describe in a good and tidy way your work history. You should write it in a chronological way from the past to nowadays. Don't forget to add your skills that you gained after your work experience.

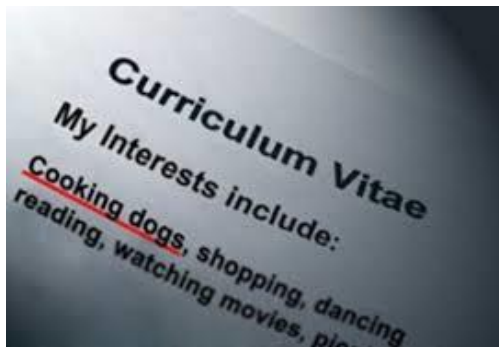
- *Describe your projects activities and certifications*

You should identify the activities and the skills that learned and developed in the projects you have been involved. Your certifications is required to be in your CV if you want to get this job that you apply for.

DON'TS

- *Don't lie about your education and work experience*

Don't try to graduate yourself in Oxford or Cambridge. It is the same situation with the work experience. Don't fake that you have already lead more than 20 people. Don't extreme your career aspiration. Your boss will find it out during the working process.



- *Don't write irrelevant information*

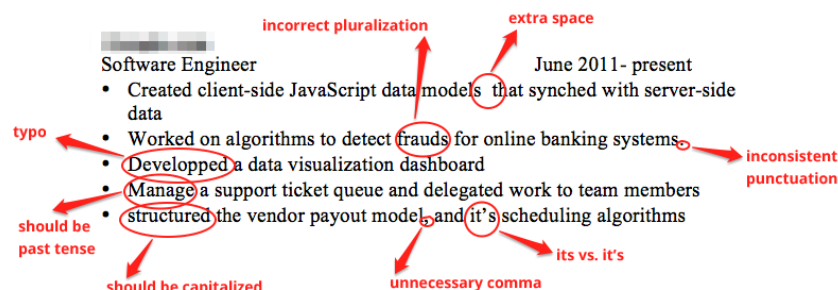
Don't bother with your hobbies and favorite kind of music. Concentrate on demonstrating that the skills they need is what you have achieved and the benefits you gained from your previous jobs.

- *Don't include salary expectations*

It is a topic during the interview. Leave this for negotiations when the employers are convinced how much they want to pay you.

- *Don't make grammar mistakes*

Employers don't admit mistakes, jargons other inappropriate words. You should check few times your CV before send it. If you are not sure about some words and phrases you are allowed to use the grammar dictionary and to ask a friend. Otherwise your CV could be rejected.



David Gibbons

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Personal Profile

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

Education

2009 – 2013 BSc Computer Science (Hons) Aston University
• 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

2007 – 2009 BTEC National Diploma in IT Hall Green College
• Triple Distinction*

2000 – 2007 Bournville Secondary School
• 8 GCSEs at grades A*–C.

Work Experience

2008 – Present IT Manager Maplins
• Mentoring and training new IT staff;
• Researching, installing and configuring new computer systems;
• Ensuring that all relevant licensing laws are adhered to;
• Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 IT Support Officer Ladypool Warehouse Ltd.
• Provided extensive IT support to internal and external stakeholders;
• Installed and configured computer hardware operating systems and applications;
• Monitored and maintained computer systems and networks;
• Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 IT Admin West London Council
• Produced Requirements Documentation (diagrams and workflow);
• Maintained the computer network and information systems.

1996 – 1999 Various jobs Retail (sectors)

Hobbies and Interests

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

Referees

Mrs Saima Khan
Sales Manager
Flash Electronics Ltd.
Address: 24 St Denys Road, Postling, CT21 3QF
Tel: 0109 228 2091
Email: khan.s@flashelectronics.co.uk

A SUCCESSFUL STORY OF A BUSINESS

What if you're more interested in starting your own business than working for someone else? The interview below is terrific for finding out more about what it takes to be a successful entrepreneur.



- *How did you get your idea for the business?*

My primary experience was doing projects in my University and working in the consulting sector. I am glad at what I did. Attending meetings with clients, solving real business problems and creating funding solutions is such a creative work.

- *How do you advertise your business?*

I used to work with traders and representatives in the very beginning. Honestly it didn't work so well. I have tried Facebook advert as well, but it's definitely for that kind of businesses. After many methods I found out about Adwords - Google advertisement. Adwords is the most profitable way to have new clients in a short time by placing your website on the top of the browser, in front of your competitors. It is the best way if you are working by campaigns like us. You just have to provide

useful and interesting content that is quite attractive to people who needs your services.

- *Do you delegate part of your responsibilities?*

Absolutely! The key in running a successful business is in delegation everything you are not competence to people who knows better what to do. Don't ever forget to value their help and pay them for their expertise appropriately.

- *What do you look for an employee?*

The best people are those who are self-motivated.

- *What about the location you operate? Is it locally or nationally?*

We operate especially on the national market. But we are opened at any time for cooperation and partnership.

- *How would you motivate someone who just starting out?*

I would tell them to follow their dream. I just need to pay attention to the youths. Don't think about it much. Now is the time to do it. If you don't risk you will never know. And after 10 years if you come back you will probably regret that never knew what is to start a business and stop working for yourself.



INTERVIEW IN CHINGFORD

How a shop for clothes in Chingford is dealing with the market? It was chosen one shop and it has been asked couple of questions.

The interviewed was a worker in the shop.



- *How many employees are working in the company?*

We are 2 workers.

- *Are you a producer or a trader?*

We are just a trader.

- *Did you fill a lot of paper needed for register the company?*

I don't know. You should ask my boss.

- *How many years you have been operating on the market?*

2 years.

- *How about the business? Is it prosperity?*

Yeah, it is stable.

- *Do you feel happy of what you are working?*

Of course, I am.

PREPARING FOR FUTURE BUSINESS

WHAT WE NEED

First step: Having some savings it's better to have a budget to finance the project take out a small loan to the bank only if necessary.

Second step: To have a business plan

Third step: Conducting a market research to know who your competitor are

Fourth step: It's important to make a difference between the gate and the profit/income.

Fifth step: Create a good teamwork. This is a very important, because a teamwork creates synergy, where the sum is greater than the parts.

Sixth step: Responsive audience.



Listening to your customer's needs to create a product or service that they actually want to buy. Customer feedback is important and a company should create products that met customer's needs and exceed their expectations.

WORKING/OPENING A BUSINESS IN ANOTHER COUNTRY



1. Research Business Practices

Business laws and practices, banking, and taxation all vary from country to country. While you can set up a business in New Zealand in a single day, it could take weeks or even months in other countries. Before you make a move and get started, study the laws and requirements for the country you're interested in, and investigate how much it will cost to incorporate, acquire property, and start working.

2. Study Cultural Differences

Fitness may be big business in the United States, but it's unlikely to have the same draw in certain Middle Eastern countries. You need to understand cultural differences that could affect your business's viability. Research the culture surrounding the product or service you'll be selling to ensure that there's a market and a need for it.

But that's not the only cultural difference to study – from language barriers to varied social interaction, an expat is likely to experience difficulty fitting into a foreign business community. Consider taking a few short trips abroad to get your bearings and start interacting with the local community.

3. Understand the Country's Political Climate

It's very important that you understand the political climate of the country you're entering, as well as its history regarding taxation and asset seizure. For instance, in 2013, as the European Union was bailing out banks in Cyprus, the Cyprus government went directly into bankers' accounts, removing up to 10% of the funds deposited within and calling it a "tax." As a business owner in a foreign country, you don't want to be in a position where your profits are unexpectedly "taxed" or your assets are seized because the political climate is undergoing change. Watch carefully, and do your best to work within a country with a stable political and economic system.

4. Seek Legal Advice

It's always a good idea to hire a lawyer when starting a business, and this is especially true when starting a business abroad. Locate an expat lawyer from your country who is living and working in the country to which you hope to move. This way you'll know that the lawyer understands you culturally, but has the knowledge and skills to help you navigate the foreign environment.



5. Seek Local Guidance

Just like you might get involved with the Chamber of Commerce or Small Business Association in the U.S., you should seek to get involved with other business owners in the country where you plan to open your business. Start this process before moving so you have a few trusted friends whom you can go to with questions as you get your business underway.

6. Give Yourself Time

Even if you're excited about moving abroad and getting your business started, remember that all good things take time. Don't rush the process. Give yourself time to research, seek trusted counsel, and navigate the ins and outs of moving abroad. Remember that you also have to apply for and receive the appropriate visas, so don't expect things to come together overnight.

Some countries are better for start ups than others. If you're looking to speed the process, consider Inc.'s top four countries for business startups: Singapore, Canada, Australia, and New Zealand.

SKILLS FOR GETTING A JOB

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1. The process of working collaboratively with a group of people in order to achieve a goal.
2. Results or achievements.
3. Identifying the goals or objectives to be achieved.
4. The ability to transcend different ideas.
5. A feeling or consciousness of self-efficacy.

6. Practical knowledge
7. The method of communication, either spoken or written.
8. An introductory act or step.