

GET YOUR FUTURE JOB

Tips to prepare for it

LET'S PLAY A GAME

Job travellers

DOS & DON'TS

WORKING ABROAD

1st Edition
September 2016

Get your future job



Choosing your path to build your professional career might seem overwhelming, since there are too many options but little time to decide. Therefore, this article is a collection of helpful suggestions that are intended to help you make a decision.

USEFUL TIPS TO PREPARE FOR IT

- Do summer courses based on your hobbies and interests
- Take a language course
- Find an internship in an area or industry of interest
- Do some research to find companies, sectors, industries you might find interest on
- Do voluntary service
- Take part in international exchange projects. (Ex: Erasmus +, EVS)
- Find a role model that can provide you career advice. Listen, listen, listen!
- Visit companies to experience a particular job. "*Doctor House*" is not going to help you decide whether or not you want to become a doctor

If you have followed the above suggestions, congratulations you are now ready to get a job!
PS: Keep in mind that whatever decision you make is going to affect your life, so DO NOT let anybody decide for you.

How to find a job

A GUIDE FOR DUMMIES

1. DEFINE YOUR SKILLS AND COMPETENCES

When you have no idea of what are your skills/ competences is useful to take an assessment test that can help you discover them. Nowadays, you can find helpful tests online in websites such as *Mindtools*.

2. BUILD YOUR CV

Once you have determined your skills/ competences you should make an outstanding CV. Please refer to the article in page….

3. DO RESEARCH

First of all, think about where would you like to work, the companies that interest you, the type of environment. Then with the use of tools online such as *linkedin, Glassdoor, Angellist*, etc take a look at the jobs and their descriptions, also the companies and apply to the ones that fit you the most.

4. PREPARE TO IMPRESS

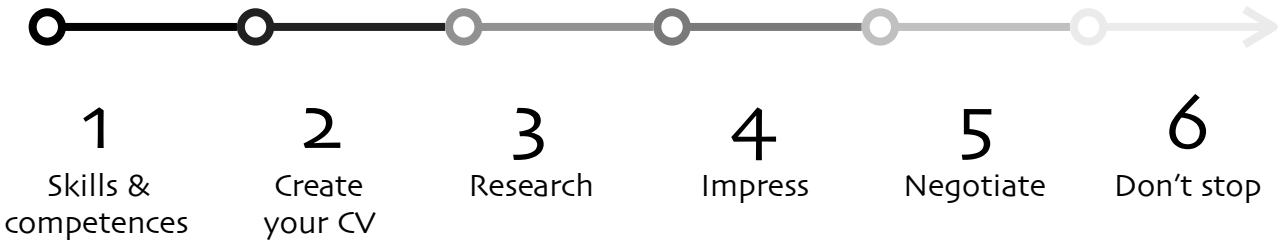
Once you have started a job application process and you receive a positive answer to move a step further in the application, you should prepare well for the interview and necessary assessments. According to the company's requirements you might need to take some aptitudes tests, workshops, and different interviews. Therefore some application processes take longer.

5. NEGOTIATE

When the application process is finished and you are selected for the job you will receive a proposal, so try to make the best deal out of it. Voice your ambitions for salary and other added values because no one will do it for you.

6. DON'T STOP THE SEARCH

In case your application and negotiation turns out to be positive, please keep in mind that your ambitions can change over time and your search for the ideal job never stops therefore you shouldn't settle for the first job you find.



Dos & don'ts: Working abroad



DOS

Everything you will possibly need such as cables and chargers. Check that you have all the required clothes for the climate you're going to such as jackets, boots hats and always, be prepared to suit up. You're going to work there so you have to have enough formal wear that will make you sick.

INTEGRATE

You'll be living there, be it a month or a year, you have to live in line with the country's culture, traditions, and certain practises and rituals which may be completely out of place for you, but you're in a new place so get accustomed. With that said, don't forget who you are. In no way am I saying to walk away from your culture and beliefs, but you have to respect the way of life of the new country you live in. Make local friends that could help guide you and also just to have someone with you.

ASK

Be a pest. Ask everyone about anything. It's impossible to just expect things to fall in place and assume you'll know the way of life without asking around. Ask about good restaurants, shopping areas, shortcuts, where the cheapest grocery is, where is the closest mechanic, which bank is more reliable... Honestly, be a pest.

TRY NEW THINGS

One thing to keep in minds that you are now part of this new culture, so don't squint at the sight of something that for you is completely weird. Be open-minded, try that new dish make with frog legs it might be the most amazing thing you'll ever eat, or not, but you now know what it is. Food, clothing, driving on the wrong side of the road are all things which you have to be familiar with. Leave it up to your new local friends which we told you to make to tell you the traditional things and customs. Oh and please, TRY to learn the language, at least try.

RESEARCH

This is something you should've done before you even thought of getting the job. You have to know what kind of setting you're going to. Check about the country's customs, cities laws and the overall feeling the country gives you. It's a wise move to know the country you're going to before actually going, not all surprises are good you might end up hating the place that you can't handle it. So be prepared.

DON'TS

ASSUME

Don't assume anything. You have no idea of this country don't just assume thing s will be how you always knew them to be. Don't assume everyone will just happen to know how to speak English or any of the languages you know. Remember not all surprises are good, keep them limited.

IGNORE LOCAL

Don't be a hard headed patriot that just refuses to even stand next to a different culture cause it will disrespect the motherland. Grow up. Learn about the local customs and traditions and sure, teach them some things about your culture, but you're not in your country anymore, if you expect everyone to follow your customs, you're not going to enjoy your stay at all.

FORGET HOME

On the other extreme, don't get wrapped up in your new life that you forget where you come from, because that is who you ultimately are. Learning and living in different cultures is an amazing thing, but you have your own identity that you must treasure wherever you are. Keep your home at heart and you will never go crazy. As soon as you forget your roots, you're done for.

How not to let your first impression suck

On a certain moment in life every student will have to deal with a huge transformation from the university life to the worklife. The first step to get the job of your dreams is to let your boss fall in love with your curriculum vitae. To attract your future boss you should stand out of the crowd by customize the content like he wants it to be. A curriculum vitae is the first impression of who you are. Compare it like a blind date, besides he does get to know you by one piece of paper. To make sure your boss likes the person he is reading about, there are certain do's and don'ts to not let your first impression suck.

DOS

SIZE DOES MATTER: ONE SIZE DOES NOT FIT ALL

- Customize your resume for each job: Your resume needs to target the employer you're sending it to, and emphasize the parts of your background that most fit the role.
- About 400 words per page is the sweet spot, stick to one page.
- Stick to 9-12 point font.
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YOUR WORK JOURNEY...

- Use the proper format: a chronological resume (listing your work history in reverse order) is usually best, but if you don't have a lot of experience, consider a functional resume.
- Most recent jobs first: list your most recent jobs first… then list your accomplishments at those jobs as bullet points.

PITCH YOURSELF!

- Lead with your education and skills: if you don't have a lot of professional experience, start with your best selling points: your educational qualifications, and skills that could transfer to professional environment.
- Include unpaid work/activities that show leadership: volunteered with a well-known organisation? Worked for an important cause? Awesome! Include it under "experience" on your resume.



DON'TS

WATCH OUT FOR TYPOS!

- Don't send a resume with typos. The fastest way to get your resume thrown away in the trash is to send a document riddled with misspellings, formatting problems, or other mistakes.

DON'T SHOOT RAINBOWS

- Don't use crazy fonts or colors. Using 'crazy' fonts, unusual colors or super fancy paper might get your resume some attention but probably not the kind you want.

LESS IS MORE

- Don't go over one page. You probably don't have that much experience to justify a longer resume. Focus on your best selling points and keep it short and sweet. Don't be tempted to shrink the font or reduce the margins to get more information in. Keep it easy to read. If you need to say more, use another page, but ask yourself if the extra detail really adds value.

GET TO THE POINT

- Don't send a laundry list. Your resume is a sales tool, not a laundry list. Don't include every class you ever took and every summer job you've ever had, unless they're relevant. Make also sure that you sent it from a decent mail address and on a decent time (not midnight).

SELFIE TIME

- Check if it's normal in your country to put a picture on your cv.If you put a picture, make it looks professional (no party pictures for example).

DON'T BE A SUPERMAN

- Don't lie. Your future boss will find out. It is important to be honest from the beginning. Don't include anything that might discriminate against you: such as date of birth, marital status, race, gender or disability.

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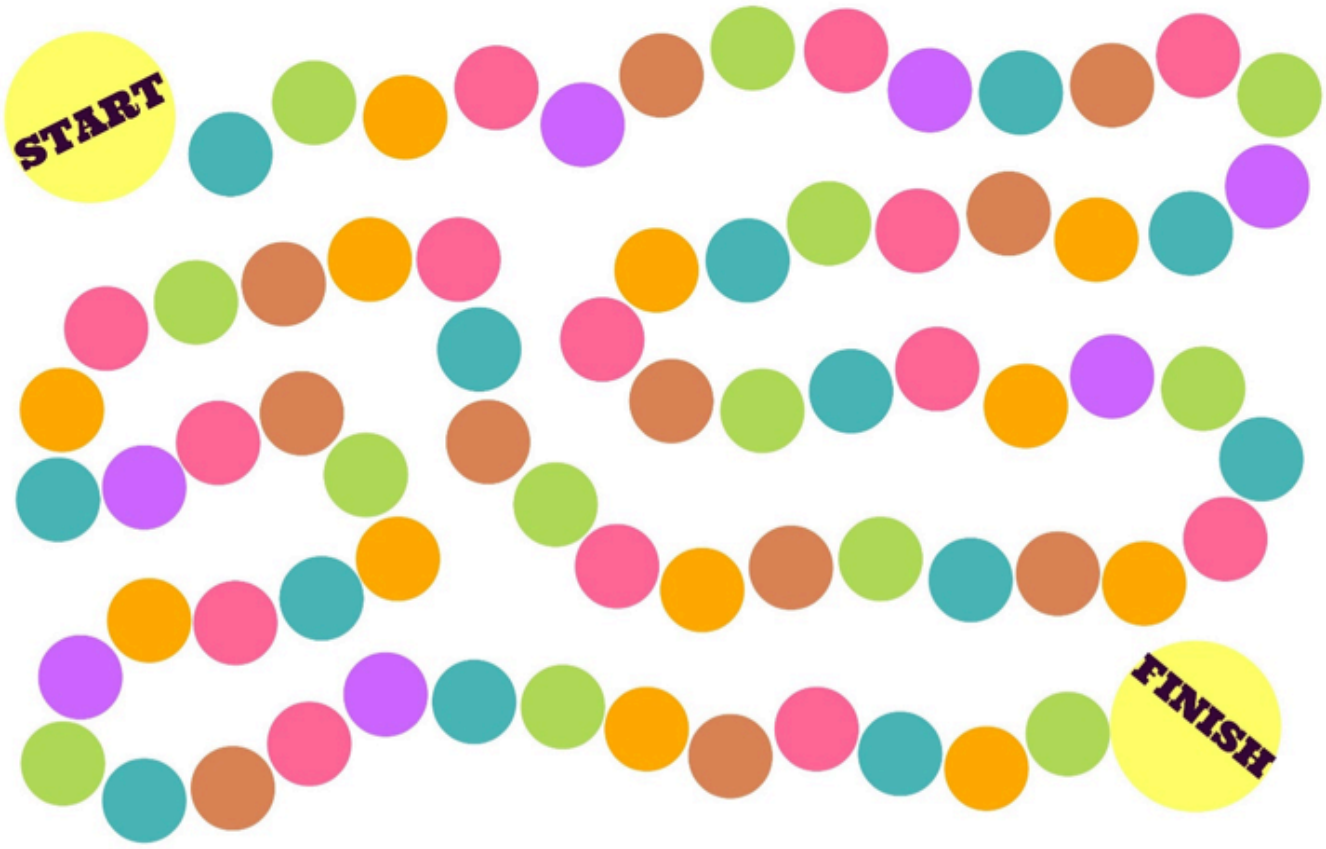
Job travellers

Following the steps of your career is a travel. This game will show you the way to the job you want. Before you start, you have to make a dice. Work together and be creative. After this, you can start at number one. ***Enjoy!***



ORANGE
Skills and competences. Think about your best ability and show/ tell why it is useful in the job. Prove it by telling a story which you had experienced.

GREEN
Tell one thing that needs to be on a good cv and explain. Check if it is correct by reading the article 'how not to make your first impression suck'.

PURPLE
Research. Find website of your dream company and give the most importing thing about it.

BROWN
Impress: present yourself by making a one minute speech in front of the rest of the players.

BLUE
Negotiate: Let's negotiate with your boss about the salary. Convince the person on your right why you deserve it. Give at least two reasons.

PINK
Don't stop. Find one more dreamjob. Now your answer needs to be based on this one.