



ABYLAYKHAN KAZAKH UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES

Department of international relations

Project work

Project Title: *Importance of chosen career*

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□ Content of the project:

□ I. Introduction

□ II. The main part of the project

◆ *Types of jobs*

◆ *The way of finding job*

◆ *Tips to succeed in your career*

◆ *Steps of managing people*

□ III. Conclusion

□ IV. Appendixes

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❖ Career planning

- ❖ directs us, motivates us, and helps us to accomplish what we want. A career goal is a specific vision such as an architect or a teacher or a career goal can be a particular field, which we want to work in, such as Media, Education, Medicine, Engineering etc. In short, Career Planning is like mapping our future.

❖ Career means profession

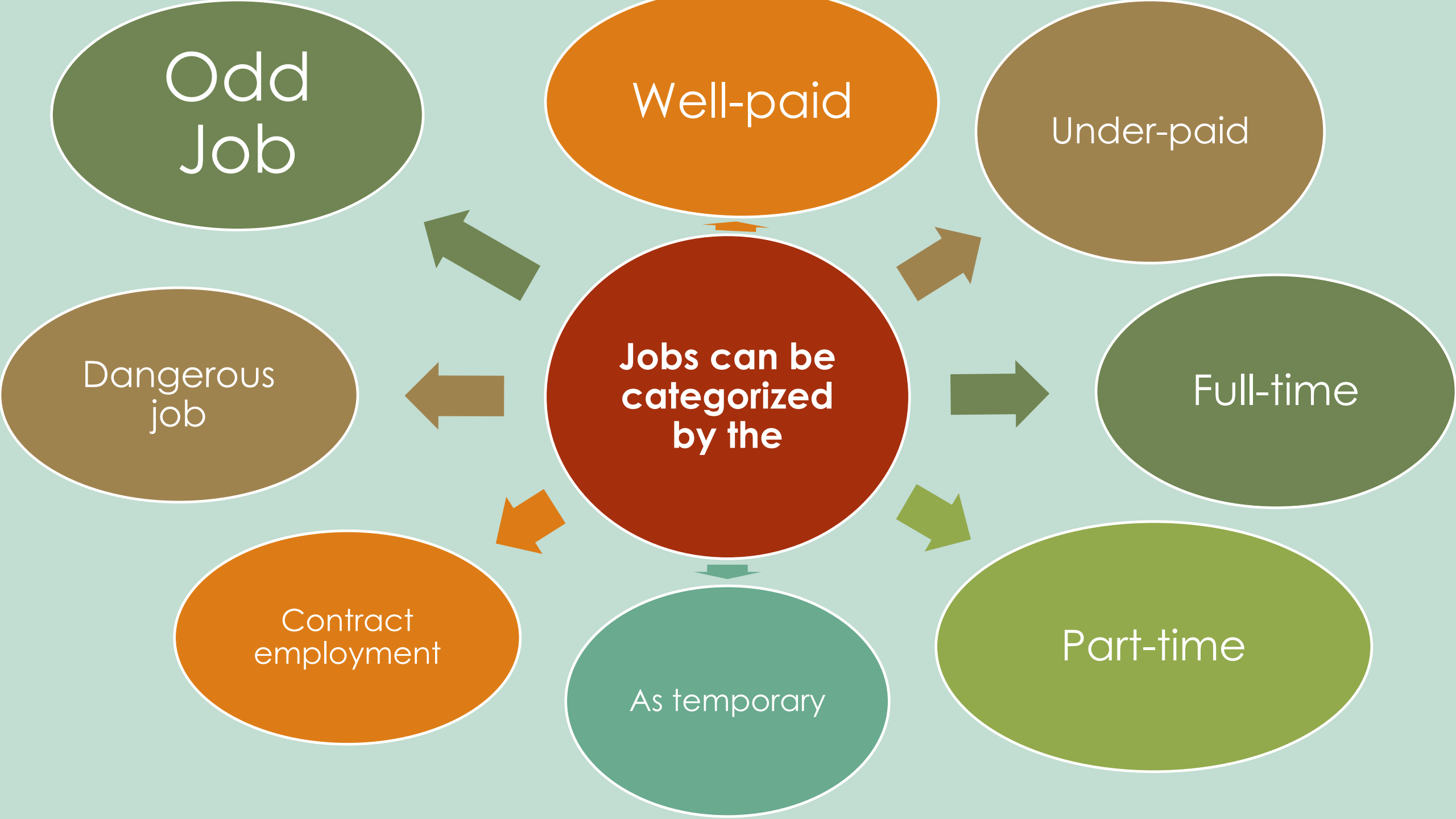
- ❖ which we want to adopt for earning livelihood, and planning means proper flow or to make proper decisions.
- ❖ The world is now moving very fast, and the time has come when this meritocratic society accepts only those, having right qualification and right skills.

❖ Career, family and your own well being are three important pillars of life

What is career?

The progress and actions taken by a person throughout a lifetime, especially those related to that person's occupations. A career is often composed of the jobs held, titles earned and work accomplished over a long period of time, rather than just referring to one position.





Odd
Job

Well-paid

Under-paid

Dangerous
job

Full-time

Contract
employment

As temporary

Part-time

Jobs can be
categorized
by the

Well-paid jobs

1 Brokers

Includes: Stockbrokers, shipping brokers, foreign exchange dealers, insurance brokers, investment administrators and traders.

Average pay before tax: £128,231.

Pay range: £40,668 (20th percentile). Data about the middle and upper pay range was not available.



2. Mining construction: £56,260



Playing a key part in constructing mines to facilitate the deployment of natural resources to end buyers, mining construction workers face a high degree of risk.

Positions across the industry can command salaries of £56,260, for those willing to work hard and learn the industry.

3. Equities trader: £59,475



With average sector pay of almost £60,000, equity traders deal in the financial markets, buying and selling stocks and bonds.

Requirements include quick thinking, excellent client management techniques, financial savvy, champion communication skills and a knowledge the financial markets that is second to none.



4. Air traffic controller-

Responsible for managing landings and take offs, guiding pilots safely to the runway, air traffic controllers need great communication skills, excellent attention to detail and the ability to pay attention to many tasks at once...but a degree is not always needed.

2.2.Under paid jobs

It's not difficult to find somebody who believes that he or she is underpaid for all of the time and energy that he or she puts into his or her job. The salary of most careers is determined by a complex equation of variables that very few people actually understand. However, given the effort and stress that some jobs demand, you could easily list a number of careers that should have higher salaries than they currently do.

3 The way of finding job

1. **Revise your resume.** Before you start job hunting, make sure that your resume is as complete and up-to-date as possible. Your resume is an important distillation of who you are, where you come from, and what you can offer. Here are a few tips to consider:



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Work Experience

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May 2012 – Des 2015 | Your Work

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3.1 Places to look for

Temporary Services

Full-time, permanent jobs may be disappearing but temporary jobs are on the rise. Job applicants looking for work should visit their local temp agency.

Federal Government

Private sector jobs are becoming increasingly difficult to find.
Public sector jobs however are readily available.

Online Job Boards

Everyone knows about national online job sites like Careerbuilder, Monster, and Yahoo Hot Jobs

Social Networking

You may have thought that social networks were just for having fun and catching up with old friends. Use social networks like LinkedIn and Facebook to network with other professionals in your career field.

Right CV

Curriculum Vitae

Datos personales:

Nombre: García Jiménez Josué

Lugar y fecha de nacimiento: Ecatepec Estado de México, 13 de Noviembre de 1992

Domicilio: Calle 32 Mz: 22 Lt: 98 Col Villas de Guadalupe Xalostoc Ecatepec Estado de México

Cel: 044 55-51-58-3738

E-mail: joshua54b.boy@gmail.com

Formación académica:

Fechas: 2011-2014

Especialidad: Informática

Institución: Centro de Estudios Tecnológicos Industrial y de servicios N 54

We can provide CVs for the following:

Graduates or first-time job seekers struggling to get across their relevant experience and enthusiasm

Professionals looking to make their next career move but who just can't seem to articulate their quantifiable achievements

Professionals looking to move to management level who need to demonstrate their accomplishments

Senior managers and CEOs looking for a high impact way to articulate their leadership skills

Behavior during the interview

1. Clothes

- For an academic job, formal dress for an interview is essential.

2. Posture, body language

- This is really important: if you look uncomfortable and hesitant, this will fill your interviewers with worry.

3. Be yourself

- Interviewers above all want to know that you are the sort of person that they can get on with on a day to day basis, so just be yourself.

4. Eye contact

- Nerves can affect our willingness to make eye contact.

Tips to succeed in your career

1. Priorities and goals

What are your priorities of the day? Make a list and of your priorities and plan your day.

2. Be focused

Are you really present physically and mentally.

3. Broaden your skills

Nothing remains the same and so do job requirements.

4. Socialize

Be ready to participate in social functions. Be open to new acquaintances

5. Know your merits

Know your strengths and weaknesses. If you think you deserve a position or promotion, claim it.

Seven Steps To Obtain A Promotion

Step 1:

Analyze your current performance. Doing so-so work won't get you promoted. You'll need to do outstanding work that will get you noticed by management.

Step 2:

Seek to understand your manager's goals. Find out what keeps your boss up at night. In other words, seek to understand your manager's key objectives and priorities.

Step 3:

Conduct research. Find the job description of the job you want (your promotion).

Step 4:

Evaluate the job requirements. Look through the job description and postings at the job requirements that are listed (for the promotion you want).

Step 5:

Create your career development plan. For every gap you identified, determine your plan of action on how you'll overcome it.

Step 6:

Obtain feedback. Seek out others who are successful in the job you want and ask them to a coffee chat. Let the person know you're interested in a similar job in the future and would like their feedback.

Step 7:

Meet with your boss. After you've completed the previous steps, schedule time to meet with your manager to discuss your career aspirations.

To manage people

Management would be easy if everyone you managed were hard working, collaborative, and had a great attitude and exceptional talent.

- ✓ **Accept that management is an inherently complex and difficult job** – Don't fight it.
- ✓ **Don't avoid or bulldoze conflict, but deal with it directly and evenhandedly** – Conflict is the currency of management.
- ✓ **Get help when you need to** – This is an easy step, but often neglected. If you work in an organization of any size, help is everywhere.
- ✓ **Set clear measurable job objectives so it's a matter of fact, not debate, whether or not your employees have reached their performance targets**

