JOB HUNTING

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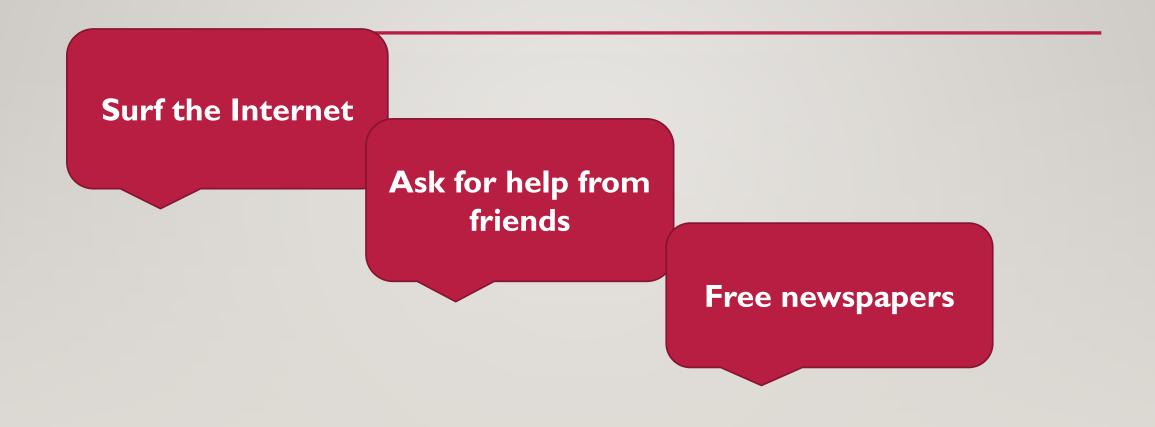


IF YOU WANT TO FIND A JOB, YOU SHOULD TAKE A FEW POINTS

Simple steps

- Search vacancies;
- CV
- Cover letter
- Interview

YOU CAN FIND A VACANCY...



THE BEST CV

- If you are looking for a job, then it is very imp ortant that you understand how to offer yourself in the best way to an employer.
- This is done by writing a CV. So, the purpose of your CV is to make you attractive, interesting, worth considering to the company. Your CV should i nclude the following information like personal details, education, work experience, i nterests, skills, references.



REMEMBER

- It is important to realize that a humanities degree is a qualification for a very wide variety of jobs in industry and business,.
- Many employers are looking for people who, in addition to a good educational achievements, are a rticulate, capable of thinking for themselves and able to tackle problems intellig ently



INSTRUCTION TO WRITE A COVER LETTER

Cover Letter Tips



Here are a few tips to make your résumé more effective:

- A tailored cover letter may be used to accompany a résumé.
- Address the letter to the contact person or to the Human Resources Director.
- Use standard business letter format.
- . Use a font size of 10 to 14 points.
- Use non-decorative typefaces.
 Choose one typeface and stick to it.
- Cover letters should be individually typed and signed.
- Use terms and phrases that are meaningful to the employer.
- Minimize jargon, abbreviations, and contractions and be concise.
- Check your letter for errors and grammatical correctness.
- Pay special attention to the job description as it provides specific cover letter instructions.

While your résumé is a summary of your credentials, your cover letter can be an effective marketing tool. Your aim is to demonstrate why your education, work experience, skills, and background uniquely qualify you for the position you're applying for.

A cover letter should contain three main sections:

FIRST PARAGRAPH

- · Identify the position for which you are applying.
- State how you learned of the position and why you are interested in the position or organization.

SECOND PARAGRAPH

- · Summarize why you are a strong candidate for the position.
- Target the job description and specifically discuss how your skills relate to the job requirements.
- Highlight one or two of your accomplishments or abilities that show you are an excellent candidate for the position.
- Detail positive characteristics and past experiences that illustrate how your qualifications will benefit the organization.

CLOSING PARAGRAPH

- Thank the person for considering your résumé and offer to provide additional information.
- Include your phone number and when you can be reached.

See sample cover letter!

Michigan Civil Service Commission, Career Services
400 South Pine Street* P.D. 8x. 30002 • Lonzing, M.T. 48909
800-788-1766 (voice) • 517-373-3030 (voice) • 517-335-0191 (TTY)
Detroit Regional Office • Cadillac Place

3042 West Grand Boulevard • Suite 4-400 • Detroit, MI 48202 313-456-4400 (voice) • 313-456-4409 (TTY)

www.michigan.gov/mdo

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HOW TO WOW AT A JOB INTERVIEW?



IT IS VERY DIFFICULT TO MAKE THE RIGHT IMPRESSION!

- Tell me about yourself tell us a little about yourself
- What are uour salary expectations? What salary do you expect to receive?
- Why should we hire you? Why should we hire you?
- ATTENTION!!! Unexpected issues(Questions during the interview in English may seem extremely strange. Often, a person falls into a stupor from the issue, which he did not expect to lose and then not know how to go back to the «flat road». So my advice expect the unexpected (Be prepared for anything)!
- What are your weaknesses? What are your weaknesses?

HOW TO DESCRIBE YOURSELF?



THANK YOU FOR YOUR ATTENTION!

