



Otázka: How to find a possible job

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Looking for a job

Jobs can be found in various ways. If we are looking for a job in a specific industry or we have a company in mind, we can reach out to the company itself through email or calling. We usually will be given a date to show up at the company for an interview and before showing up to the interview, we should send a cover letter. If we are not sure about the industry we aspire to work in or we are just looking for a temporary job, there are plenty sites with companies looking for workers. Scrolling through these sites gives us a general idea of where and in which position we would like to work. If we see an appealing advertisement, we click on it to see if we would fit the description the company provided for that position and the narrative of the job itself. If we find something that sounds fun, or in some cases, has a high salary, we send a cover letter and wait for answer.

Documents

Here are some key points that a CV should have:

- Personal or contact information
- education and qualifications
- work history and experience
- relevant skills to the job
- own interest, achievements and hobbies



A CV should be tailored to the job. Looking for a job in a high end company with a very key position in management? Make it look sleek and professional. Found a restaurant that you are dying to cook at? Make it fun and creative like your meals. Anything will look better than a plain CV with nothing just text in columns. Make it your style, because it can say a lot about you as a person. It should not be longer than one A4 and should mostly say things that are relevant to the job, everything else can be said when you already have the job.

A motivation letter is more of a 'get to know me' type of document in my opinion. It is usually used for applying for an educational program at a college or university, working in a non-profit organization, volunteering for something or applying for an internship at a company. A good motivation letter should describe why you are the perfect person for that one position. A motivation letter should not be longer than one A4 and should have about three paragraphs. The first paragraph should be a simple introduction about yourself. Contact info, why are you applying for the job and most importantly where. The second paragraph is the main body of your letter. It should be as factual as possible and show how you achieved your goal in life or how are you aspiring to achieve it in the company. The third should be the conclusion. Mention your future plans and highlight your strengths.

Your documents should always be formal and representative.

Interview

When preparing for an interview we should do a thorough research about the company and about its main goal and plans for the future so that you are sure if it's the right job for you. You should prepare some key questions to ask on the interview, because not only are they looking if you are suitable for the job, you should also look if it's suited for you, the road goes both ways. You may think that having questions shows that you didn't research enough or it makes you seem unprofessional, you are wrong. Having good questions can make you seem more invested in the job. The questions should be about your future work there and not 'did I get the job?'. Here are some questions to ask on an interview:

- What are the aspirations of the company in the next five years and how would achieving them change my position?

- Who does my position report to? Can I meet them before my final decision?
- Why is this available? Is it a new position? Or did the last employee do something so I don't make the same mistakes.

You should always dress in formal clothes for an interview, unless you are specifically said not to. If you are said to dress casually, don't show up in a suit. It will make you seem like you won't fit the chemistry in the company. Some companies also provide dress-codes for an interview on their website, so definitely look into that. A formal wear consist of a dark suit for men and of a dark suit or a blouse with dark pants or skirt for women.

In an interview try to appear confident. The interview has already read your CV or motivation letter, so when they ask questions they are looking at how you behave. You can also practice answering questions about your free time or personal life. Questions like 'what do you do in your spare time?' or 'Where do you see yourself in five years?' because the will surely come up during the interview. Also body language is key. Try to think about it during the interview. If you seem closed-up and not welcoming, it may be a reason for rejection. Smiling and eye contact make a huge difference.

Try not to ask so many ME questions like 'Did I get the job?' or 'If I get the job, will I be able to take some time off for vacation?' They make you seem self-centred and impatient. The worst question to ask is 'What does this company do?' You should do your research beforehand. Try to not be critical of the company while applying for a job there. You can suggest a change later on when you are already working there.

When asked about your weaknesses or strengths, avoid one sentence answers. Say your weakness and why you think it's a problem, but highlight how you can overcome your weakness and how you battle it. Or say your strength and why you think it's very useful for the position you are applying to and when has it been useful.

Try to remain purely professional contact during an interview. When you come in shake your interviewers hand and do the same when leaving. No unneeded touches can help you get the job.