Preparing Students for the Job Market

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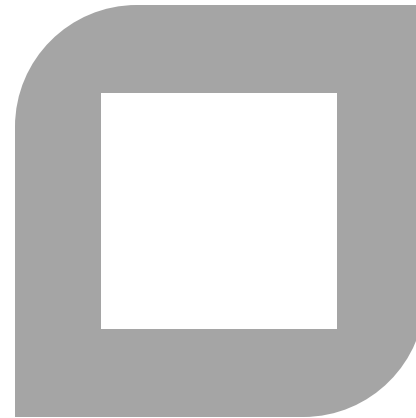
PART II

BY **SYLWIA GARŁOWSKA**

Job Application Documents

Whether it is for an internship, a stipend or the career entry - the application documents are quite similar and work on the same principle. In the following, I have prepared some relevant tips for you. Please keep in mind: nothing is set in stone and all of these are recommendations.

Know Yourself

As you begin the process of finding and applying for employment in your chosen field, it is important to take stock of your education, technical skills, and the experiences and characteristics that make you an ideal employee and co-worker. This self-assessment is the foundation for building strong job materials.

Beyond evaluating your skill set, this is also an opportunity to take stock of the types of environments you will thrive in:

Do you work better independently or in groups?

Have you always imagined working for a large company, with the structure and perks that offers? Or do you see yourself working on a smaller team, perhaps taking risks for a project you believe in personally?

Do you like developing new ideas and planning? Do you like seeing through a complex project to the finish?

Know Your Field

Use the resources available to you (career services, job websites, networking events) to find positions. Go to career fairs and make connections. Even before you are truly "on the market" career fairs and networking events are great ways to build your confidence and become comfortable in professional environments.

Students in other colleges and disciplines will be able to find similar career services information online as well.

Keep yourself informed and up-to-date on the projects and initiatives happening within your chosen field and especially of those employers that most interest you. This is not something you only do the night before a career fair or an interview – expose yourself to these ideas and discussions over a long period of time.

These types of resources are a great place to get started:

- **Organizations and conferences.** Connecting with and simply being aware of the national organizations will expose you to current ideas and developments in the field. Most host conferences on a regular basis and even just reading the Call for Presentations or the titles and abstracts from a recent conference will introduce you to new terms and concepts, laying groundwork for future learning or research.
- **Company blogs or white papers.** Most companies "talk to" the public or the industry in some way to manage public perception, promote accomplishments, and (often) recruit employees. These might be highly technical or more casual or promotional in tone, depending on the company culture, industry, and their goals – any of these provide valuable insights.
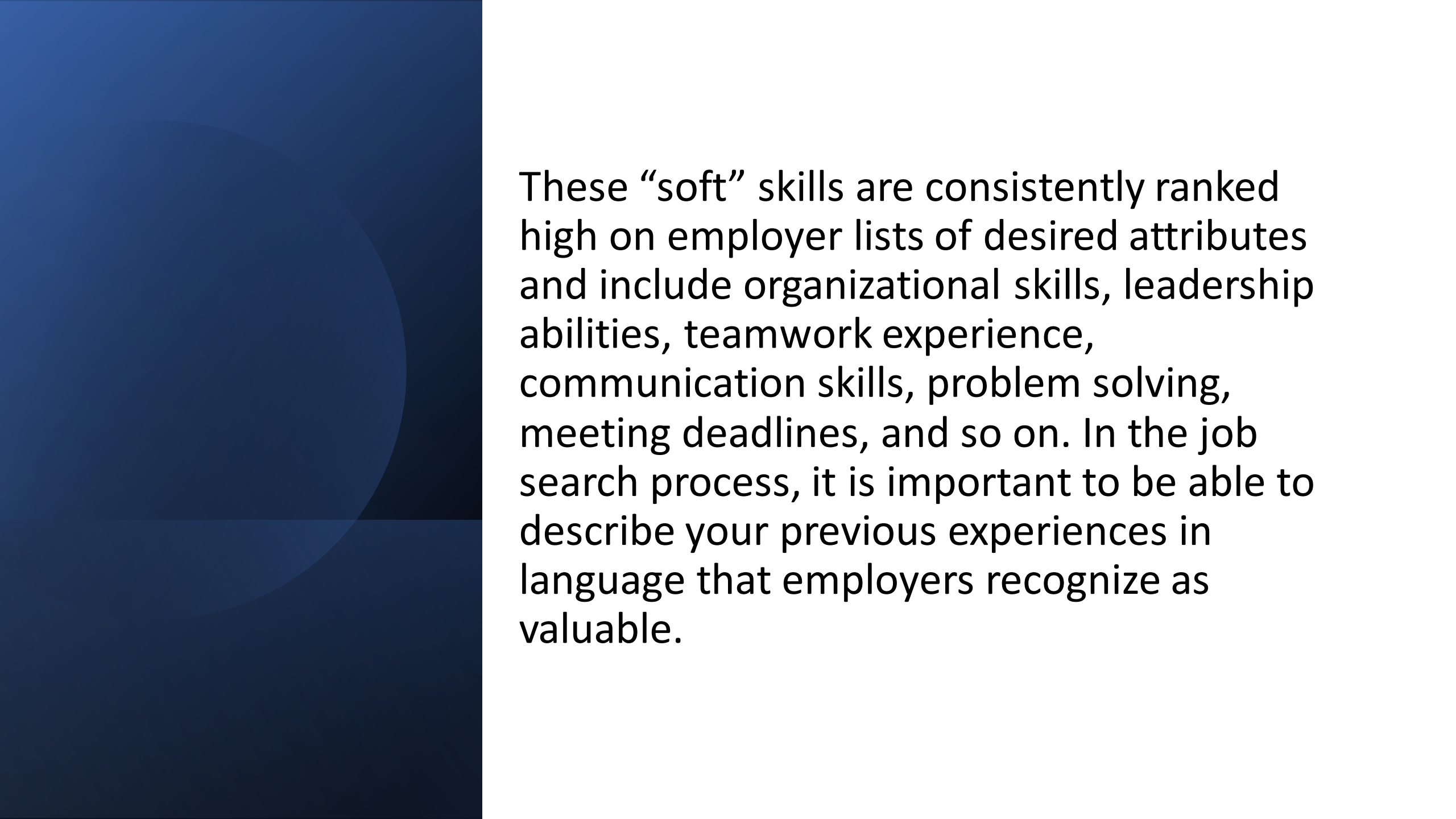
- **Social media.** Following both companies and individual professionals will introduce you to their work, concerns, and developments in the industry. It also might make it easy for you to get exposed to these ideas as part of your regular online habits.
- **Local networking or meetup groups.** Professionals often hold events at a local level to meet each other and learn about what other companies in the area are doing. These might be purely social, or they might include learning opportunities in the form of talks and presentations. On campus, you will also find a variety of discipline-specific groups and students' organizations that can also expose you to new ideas and resources, not to mention great professional connections.

- Build a vocabulary! Part of what you are doing as you prepare yourself for your career is learning a language – you are developing vocabulary and learning the language of your profession in addition to developing the required technical skills.

- In the process of completing the self-assessment, you probably discovered that you have lots of skills and strengths seemingly unrelated to your field. It's important to remember that even unrelated experiences have taught you "transferable skills" – skills that may not be technically related but are considered important to any field.

These "soft" skills are consistently ranked high on employer lists of desired attributes and include organizational skills, leadership abilities, teamwork experience, communication skills, problem solving, meeting deadlines, and so on. In the job search process, it is important to be able to describe your previous experiences in language that employers recognize as valuable.

Organization Management & Leadership	Research & Planning	Communication	Interpersonal	Other
Initiating new ideas Coordinating tasks Being detail-oriented Managing or directing teams or groups Coaching Selling ideas or products Decision-making Managing conflicts or problems Managing budgets	Forecasting Coming up with ideas Identifying problems Developing solutions Solving problems Imagining alternatives Gathering information Analyzing and evaluating information Setting goals Defining needs and requirements	Speaking effectively Writing concisely Listening attentively Facilitating group discussion Providing appropriate feedback Being tactful Negotiating Persuading Interviewing Editing	Being sensitive to feelings and moods of others Listening Developing rapport Providing support Motivating Negotiating Sharing credit Teaching/training Delegating Cooperating; working with a team	Managing time effectively Setting and meeting goals Being a self-starter; self-motivated Working independently Enlisting help when needed Meeting deadlines Being diligent; tenacity to get the job done; follow-through Being responsible and reliable

Think & Write:

After reviewing the transferable skills outlined above, spend some time thinking about any experiences (academic, extracurricular, job-related, etc.) you have had in which you demonstrated, practiced, or developed one or more of these skills. Select one, and in a paragraph, describe what the specific experience was, explaining which skills you demonstrated and developed.

8 Tips for Writing a Winning Resume

- https://www.youtube.com/watch?v=u75hUSShvnc

Designing an Effective Résumé

A résumé, from the French word for "summary," is a concise, standardized document that introduces you as a professional, most often for the purposes of seeking employment. It is also useful in other situations, such as applying for awards or seeking a promotion.
It is likely a document you are already somewhat familiar with and you might even already have a résumé of your own but learning how to strategically and confidently build a résumé for a particular audience and purpose is a vital professional communication skill. The résumé is more than a list of jobs – it is a prioritized, condensed introduction to you, the job applicant, and it demands close attention.

AUDIENCE	PURPOSE
Employer or representative of an employer Seeking potential employees Evaluating a pool of applicants to see if they are qualified, looking for a reason to say yes or no Likely reviewing a set of résumés	Demonstrate that you possess the qualifications for the position (or award or promotion) Document your qualifications, experience, and work history Fulfill obligation to produce a standard employment document

To understand everything else that follows in this section, it is important to first consider the rhetorical situation for this communication. *What is the intended effect? What are you trying to accomplish? Who is your audience?*
How will they be accessing and reading your document?
Each decision you make about what to include in your résumé and how it should look should be made with these factors in mind, plus more, based on your knowledge of the specific employer or position.

Key Takeaways

Here are four basic rules regarding how to approach writing your résumé:

1.**Create multiple versions.** A résumé should be customized to the specific job you are applying for and adapted based on your knowledge of the employer. You should also consider how you will be submitting the document to determine the best formatting.

2.**Learn the conventions of your discipline.** Not every professional context is the same – it is invaluable for you to have someone in the field or even the specific company to which you are applying review your résumé. An engineer's résumé will likely look very different from a designer's résumé simply based on the audience's expectations.

3.**Update on a regular basis.** Even if you expect to stay in a job in the long term, take notes and gather information for your résumé every couple of months or after you finish a major project. It's difficult to remember the details of a complex project after the fact, so having that information documented is a huge asset.

4.**Eliminate errors from the document.** Because the résumé is condensed (a single page for undergraduate students) and since it is used to evaluate you as a potential employee, there is little tolerance for typos or errors. Check grammar, spelling, design consistency, punctuation, and language. Then check it again and ask a friend to review it. And then again.

What to Include in Your Résumé

• The content in your résumé should be carefully selected to present the best, most applicable qualifications for a particular employer (the company and position for which you are applying) or purpose (attending a career fair).

• Here are the basic types of information that you will select from as you build your résumé:

Quinn J. Smith

123 South Maple Street, Columbus, OH 43202 | 555-555-5555 | Anderson.#@buckeyemail.osu.edu

OBJECTIVE

Biomedical Engineering internship or co-op opportunity applying strong academic performance, an interest in biomaterials, and excellent written and verbal communication skills.

EDUCATION

The Ohio State University, Columbus, OH
Bachelor of Science in Biomedical Engineering, Pre-Medicine track
Expected Graduation: May 2018
Overall GPA (4.00 scale): 3.45; Major GPA: 3.66

QUALIFICATIONS & SKILLS

Biomedical Engineering Coursework: Biomaterials, Biotransport, Tissue Engineering
Other Relevant Coursework: Physics, Calculus, Organic Chemistry, Biochemistry, Thermodynamics
Software: Autodesk Inventor Professional, SolidWorks, MATLAB, MS Excel
Laboratory: Logger Pro, Conductivity Meter, Melting Point Apparatus, Centrifuge, Organic Chemistry Lab

ACADEMIC ENGINEERING PROJECTS

Biomaterials Case Study (October – November 2015)
- Reviewed a failed ACL repair with a group of fellow students and faculty
- Researched and designed a new biomaterial that would be used to replace the failed implant
- Documented findings and communicated progress via weekly written updates with all participants during the project
- Presented case study and new design for critical review; received positive feedback

Advanced Energy Vehicle Design-and-Build Project (March – May 2013)
- Managed schedule and organization in designing and creating an efficient AEV that exceeded the operational requirements
- Utilized SolidWorks for design and Arduino controller software for energy usage and efficiency

ACTIVITIES

Green Engineering Scholars, The Ohio State University (August 2013 – Present)
- Participate in engineering learning experiences, events, and trips to engage with the engineering community focused on "green" technologies and innovations
- Served on Green Engineering Scholars Leadership Council, 2014–2015 Academic Year

WORK EXPERIENCE

University Housing, Some Residence Hall, Columbus, OH
Resident Advisor (September 2014 – June 2015)
- Assisted residents by addressing their needs and interacting with them on a day-to-day basis
- Mentored residents about campus resources and coursework relevant to engineering
- Ensured a safe, quiet study and living environment through the enforcement of campus policies
- Organized programs for education, community development, and social interaction

- **Strong action verbs** are words that you should use to describe your activities throughout the résumé, typically beginning each bullet point in the experience descriptions. These words should be varied (avoid repetition), vivid (be specific, descriptive), and honest (don't overstate your activities or experience).

- Here are some useful strong action verbs: *Analyzed, assessed, built, calculated, collaborated, coordinated, created, defined, delivered, designed, developed, documented, evaluated, examined, interpreted, managed, monitored, prepared, presented, programmed, provided, reported, researched, resolved, supervised, solved, supported*

- Strong action verbs to emphasize results: *Achieved, completed, improved, reduced, resolved, succeeded, surpassed*

As you are planning what content to include in your résumé, know that information placed at the top of the document typically has the most impact. That's why education is almost always one of the first sections, since the first requirement in an internship posting is typically your year in school, major, and GPA. As you move down the page, though, lead with the most relevant, interesting sections, and organize the content to feature the experiences and skills that this employer will most value.

You will have many questions about what you should and should not do as you are compiling and revising your résumé. You can try to find answers to these questions online, but once you know the basics, ultimately, you will need to make your own choices about the best way to present your qualifications.

- If you are wondering whether to include a piece of information, focus on the audience's needs. *Will they find this information valuable in deciding about you as a candidate?*
Does it reveal something important about your skills, interests, and qualifications?
Does it reveal something new about you that is not already revealed in the document?

- If you are wondering how to present a piece of information, know that the options are endless, but, again, you will want to focus on the audience. *Is the content presented in a way that is easy to see and understand? Is it logically connected to the information around it?*

- Be confident as you make these decisions. There are fewer "rules" than you might think —the challenge is to create a document that is not just correct, but that strategically reveals you as a candidate for a job and an individual. You don't want your résumé to look like a form or to be exactly like everyone else's. Look for ways to include those things that express your personality and passion—the things that make you unique.

Visual Design Considerations

• The content and language in your résumé, as discussed in the previous section, is the priority, as you figure out how to explain your experiences and show the employer that you meet the requirements for the position. The visual design of your résumé—the way the information is presented on the page—also deserves some careful planning and consideration because it has an impact on the way your audience will be able to read and understand the information.

• Recall that your reader (e.g., an HR representative, a campus recruiter) might be reviewing many résumés in a row and perhaps reviewing them quickly. An effective visual design can help ensure that your résumé is accessible and that it makes a good impression, which will make them more likely to consider you a strong candidate!

Key Takeaways

- **Clear headings.** Content needs to be categorized visually, with main section headings (e.g., Work Experience) and subheadings Font size and type help visually organize the text on the page. All caps and bold are you best options for emphasizing headings and subheadings; italics and underlining are more difficult to read and should be used less often.

- **White space.** A résumé that is full of dense blocks of text becomes difficult to read. Our eyes need white space to help us understand how information is connected and how it relates to the content around it. Add space above headings and subheadings. Don't use unnecessary lines or embellishments—white space is often more effective.

- **Balance.** White space may be a helpful organizing principle, but you want to avoid too much white space or empty spaces on the page. Adjust the length of lines or the layout to ensure that each "quadrant" of the document has a roughly equal amount of content. The most common issue is a large "channel" of white space down the right side of the page.

- **Vertical alignment.** To keep a document visually organized, similar headings and elements (e.g., a bulleted list) should fall along the same vertical line—if you drew a straight line from the top of the page to the bottom, all the bullets would fall along the line, for instance. This keeps the document clear and organized

- **Coherence and consistency.** The same types of information (e.g., company name, dates) should be presented in the same way—same text formatting, positioning in the section. This helps "train" the reader's eye, making sure they know where and how to find the information.

- **Fonts and typography.** To ensure that your résumé displays correctly and is compatible with Applicant Tracking Software (ATS), it's best to use a common, standard, and professional font (Arial, Times New Roman, Tahoma). However, you can use more than one font—a serif font works well for headings alongside sans-serif fonts for body text.

- **Reflection & Discussion:** Consider how the design of your résumé below affects you as a reader. How does your eye travel down the page? How would it make you feel about the job applicant's qualifications?

Writing the Application Letter

JOB APPLICATION FORM Questions & Answers for 2020!

https://www.youtube.com/watch?v=JIhjsAcgcfA

• Traditionally, the application letter or cover letter is a formal letter that accompanies your résumé when you apply for a position. Its purpose is to support your résumé, providing more specific details, and to explain in writing why you are a strong candidate for the specific position to which you are applying. It should not simply reiterate your résumé; it's an opportunity for you to make a case for your candidacy in complete sentences and phrases, which gives the reader a better sense of your "voice."

• As always, it's helpful to start by first thinking about the audience and purpose for the application letter. *What information does your reader need to glean from your letter? At what point in the hiring process will they be reading it?*

AUDIENCE	PURPOSE
Specific (named) employer for a specific position Gets a sense of your "voice" and your interest through your writing—you are talking directly to the reader	State your intention to apply for the position Explain why you are a good candidate by describing your experiences and demonstrating your skills (go beyond the résumé) Display knowledge of and interest in this specific employer/job Produce a high-quality piece of writing (proving that you have the ability)

• As you draft the letter, consider what you would want to say if you were sitting across the desk from your reader. It should be written in a formal, professional tone, but you still want it to flow like natural speech—this will make it easier for your reader to absorb the information quickly.

What to Include in the Application Letter

• It can be helpful to think about writing the application letter in sections or "blocks." This provides a basic structure for the letter; once you understand this foundation, you can customize, update, and personalize the letter for different applications and employers.

Introductory Paragraph

• Open the letter with a concise, functional, and personable introduction to you as a job candidate. This is your chance to establish the essential basics of your qualifications and to set the themes and tone for the rest of the letter.

• Name the position you're interested in (by exact name and number, if available), and where you heard about it

• Clearly state that you are applying for the position—remember that you are requesting (not demanding) that they consider you as a candidate for the position

• Identify your major, year or graduation date, and school (this should be a brief preview of your educational status/area—you will go into more detail in the Education paragraph)

• Create a theme (essentially a thesis statement) for the letter, based on the job requirements and your knowledge of the employer (this may not be possible until you write the other paragraphs, so save it for last) → NOTE: Once you have established the thesis (the key reasons for your qualifications), keep in mind that the remaining paragraphs must specifically "prove" or "show" that you possess these qualifications

• Optionally, you might also take the opportunity at the beginning of the letter to express your interest in working for this company and/or your passion for and interest in the field
— I am particularly interested in this position because...
This sets a nice tone and shows that you are engaged and enthusiastic. It is also an opportunity to demonstrate your knowledge about the employer and what they do (developed through your research).

Education & Academics Paragraph(s)

• Since you will have already stated your basic educational status (major/year/school) in the introductory paragraph, the purpose of this paragraph is to paint a more detailed picture of you as a student, making progress in your academic program and gaining valuable experiences along the way. Your opportunity in this paragraph is to describe your academic progress in more specific detail, explaining the activities and knowledge you are developing that most matter for this position and employer. Carefully consider what the employer will value most about your educational experiences.

- Emphasize specific skills and knowledge that you are developing
- Describe significant coursework or projects—don't be afraid to focus in on a particularly compelling example or experience
- If you have a lot of project experience or several key experiences that you want to highlight, this information may be written in multiple paragraphs.
- This content should NOT be a laundry list of course titles. Instead, describe how your academics have shaped your understanding of the field you are entering and significant skills you are developing, but always tie it back to what the employer is looking for—stay focused on the information your audience needs and what they will care about.

Employment Paragraph (if applicable)

• It is important for employers to feel that they are hiring responsible, reliable people who know how to hold down a job. If you do have work experience in this field such as a previous internship, this is a perfect time to discuss that. If you have previous work experience, even if it's not related to your field, this is your opportunity to describe the value of that experience—the value for you, but, more importantly, to your reader.

• Describe your previous work experience (show, don't tell that you're a good employee)

• Be specific about the company, the time frame, your responsibilities, actions and the outcomes/results

• Focus on relevant and transferable skills developed on the job.

Activities Paragraph (if applicable)

• Activities and involvement in things outside of your coursework and work experiences such as student organizations, clubs, and volunteer work are a great way to show that you are a well-rounded, motivated person with good time management skills. Personal, human connections are an important part of the job application process and describing some of these activities and interests can help your reader start to feel a more personal connection.

• Demonstrate personality, values, and transferable skills through sports, volunteer, travel or other professional experiences

• Describe your specific actions and involvement honestly, while still trying to connect to transferable skills and the keywords in the job posting

Concluding Paragraph

As you conclude the letter, tie everything together, acknowledge the next steps, and end on a positive note.

Reference your resume ("You will find additional information on my résumé")

Request (don't demand) an interview ("I would appreciate the opportunity to meet with to learn more about the position and discuss my application")

Provide contact information in the paragraph (phone number and email address)—don't put this below your name

Reiterate interest in the position, the employer—another opportunity to demonstrate your knowledge about the company

A Note About Topic Sentences

• As you reinforce the main idea or purpose of the letter (that you have the necessary skills, qualifications, and temperament for the job), make sure you prioritize what your reader needs to know about you and that all the experiences you describe are meaningful to them. One good way to do that is to focus on how you construct the topic sentences. The first sentence in each paragraph should clearly explain the purpose of the information contained in that paragraph.

• Begin each paragraph with a statement that connects your experience to the employer's requirements and desired qualifications.

• **Topic Sentence = My experience + Why it matters**

• Consider how the following examples were revised to focus more on the value of the experience to the employer rather than simply stating the information about the experience.

EXAMPLE 1:

• Original: During the past three summers, I worked at Ray's diner in my hometown.

• Revised: Working at Ray's dinner in my hometown for the past three summers has taught me a lot about responsibility and reliability.

EXAMPLE 2:

• Original: During my freshman year, I was part of an Alternative Energy Vehicle project group.

• Revised: I gained first-hand experience with collaborative problem solving and project management while working on an Alternative Energy Vehicle project during my freshman year.

• *The revised versions explicitly connect the experience (working at the diner, being on a project team) with the value and lessons learned, making it easier for your reader to understand, even while reading quickly, how this supports your qualifications.*

Letter Formatting Considerations

• Your application letter should use formal letter formatting. You will find detailed information about the required elements of a letter document here and more information about writing cover letters here (both are from Purdue's Online Writing Lab).

• In today's job market, where many applications are online, the letter might be delivered in a variety of different formats. For example, it might be a PDF file uploaded to an online application system or if might be simply sent in the body of an email. In any case, consider the following as you decide how to format the letter:

• If you are delivering it as a standalone file or an attachment, use a formal letter format and save it as a PDF (unless otherwise instructed).

• If you are sending the application letter content directly in the body of an email, you do NOT typically need to include the sender's (your) address, the date, or the recipient/inside address. You would begin the email with the greeting.

Career Portfolios

• The word portfolio, by definition, is "a case or stiff folder for holding papers, prints, drawings, maps, etc." and "a collection of samples of a person's work, typically intended to convey the quality and breadth of his or her achievement in a particular field" (OED, n.d.). Though the word can be traced to 16th century Italy, its Latin roots (portare "to carry" + folium "leaf") date back even further.

• A career portfolio–whether a physical or electronic version–is a place for gathering and maintaining documents important to your career. Think of it as a dynamic, expanded version of your résumé where you document and demonstrate your education, experience, and skillset. Where résumés and application letters are limited due to their genre-specific natures, the career portfolio can contain anything you want prospective employers to see. However, this does not mean that it should contain everything. It's important to be selective and to think rhetorically about the items you choose to include.

• As you gather documents, consider your chosen field. What do employers in the field find valuable? What skills and abilities do employers in the field expect employees to have? For instance, mechanical engineers might be expected to have design experience, project management experience, and effective communication skills. It might benefit a mechanical engineer, then, to include any schematics they have created, a strong project plan, and a writing sample or slide deck to document communication skills. Keep and maintain artifacts that showcase your strengths.

• Portfolios can be either electronic or physical. A physical portfolio should be kept in an attractive binder, though an electronic version is easier to distribute and can be linked to on your résumé and LinkedIn profile.

Best ways to find a job

• There are many ways to find a job, from searching in industry publications and browsing the internet to subscribing to job search emails. Here are six different approaches you can take to boost your job search:

Find your dream job without ever looking at your resume | Laura Berman Fortgang | TEDxBocaRaton

- https://www.youtube.com/watch?v=wfNX1cHk-fE

1. Ask your network for referrals.

• If you are looking for a job, you should tell all your contacts to help them help you find mutual career contacts. Networking is an effective way of finding a new job, and employers prefer receiving   a referral from a trusted member of their staff. Many jobs are filled internally from referrals before they are even advertised, so it's important to talk to the right people to get as many referrals from within your network as you can.

• Start by making a list of everyone that you know and determine which individuals might know about available positions in your industry. Then, you reach out to those people, perhaps offering to get coffee or lunch to discuss your interests and goals further.

• Aim to build closer relationships with the people in your network so they think of you first when they hear of job openings. Some jobs can be filled rapidly, so you want to make sure that you strategically network with influential people whenever possible.

Networking events

• Whenever you can, you should attend specific networking events in your industry. Events such as conferences, expositions and continuing education forums are ideal places to meet others who can help in your job search. Make sure to prepare appropriately for these events by having professional business cards and copies of your resume made, to have at the ready when meeting job representatives.

• If you attended college, contact the career or alumni network and see what events they have for their graduates. Even if these networking events are not specific to your industry, you might meet someone who could refer you to an individual in your field.

2. Contact companies directly.

• Job searches are much more straightforward now that most companies have websites that you can target directly. You will be able to apply directly for available positions listed through their website.

• If a company you are interested in doesn't have any relevant jobs posted on their website, reach out to them via email or phone to see if they are looking to employ someone with your qualifications and experience. If a company is not actively recruiting for your role, you may not hear back from them, but they may keep you on file in case a position becomes available in the future.

• The recruitment process costs a considerable amount of money, so if an employer hears from a suitable candidate directly before posting a job, they might favor employing you rather than spending time and money searching for other candidates. Also, if a company is experiencing rapid growth, they may be particularly open to hearing from qualified people, even if they have not advertised a position. This applies to start-up companies that have not yet fully considered their staffing needs.

- **3. Use job search platforms.**

- If you want to apply for many jobs quickly and efficiently, use job search platforms to power your search. Most top job search engines will allow you to search jobs by location, wage and keywords. Also, if possible, upload a resume and cover letter that you can adapt to each application.

- Job search platforms are great because they allow you to filter out job search results that do not apply to you, while also allowing you to set up custom job search alerts to alert you when a job is posted that meets your criteria.

4. Go to job fairs.

A job or career fair is a special event that aims to get companies and potential employees together to network and share information. These events are frequented by big companies that are looking to recruit large numbers of employees as well as fresh graduates for training programs. You will find organizations of all sizes, recruiters and possibly even colleges and universities at these events.

Job fairs are a great opportunity to network and distribute your resume to potential employers. It's a good idea to research an upcoming fair ahead of time to find out which companies will be attending so that when you talk to their recruiters, you will make a good and knowledgeable impression. Remember to take your business cards and plenty of resumes with you. Depending on the type of job you are applying for, you may also need to take samples of your work, a portfolio and/or references from past employers.

5. Leverage social media.

There are many different social media platforms you can use to search for jobs and interact with companies you'd like to work for. You can search for company pages on sites like Facebook and Instagram and follow them, no matter where they are in the world. By keeping up to date with a company's social media pages, you can gain valuable insights into their tone, interests and working style. You can also comment on their posts and start to build a relationship with them. You may even hear about job openings they have through these channels.

If you are using social media for professional purposes, it's important to make your own profiles suitable. They should convey a good image of you, even though you are using the platforms for personal rather than professional purposes. Use your real name and only publish appropriate pictures and posts.

6. Inquire at staffing agencies.

• Signing up with a staffing or recruitment agency may be worth considering if you want to find jobs more effectively. Most towns have several staffing agencies that you can register with. Some are industry-specific, and others deal with many different industries. You will likely need to provide a resume as well as copies of your certifications and qualifications, and you may need to sit for tests such as typing speed or knowledge of specific industries.

• Some agencies may only deal with short-term and temporary contracts at first. This may not be exactly what you were hoping for but if you gain temporary employment with a company and impress them with your work, it could lead to a permanent job. It also gives you the chance to meet people who work in your industry, which can lead to other networking or referral opportunities.

• A short-term contract can also provide you with further experience to find out if you are suited to the role. This is useful if you are not entirely certain what sort of job you want to do.

Three Questions to unlock your authentic career: Ashley Stahl at TEDxBerkeley

- https://www.youtube.com/watch?v=vMiSf7LpFQE

Principles for Job Search Success

1.Be patient and persevere: Expect at least three months of hard work before you connect with the job that's right for you. 2.Be honest with yourself and others: Honesty is always the best policy, but do not focus on your weaknesses. 3.Don't be discouraged with setbacks: You are playing the odds, so expect disappointments and handle then in stride. You will have many "no's" before uncovering the one "yes" which is right for you. 4.Develop a positive attitude toward yourself: Nobody wants to employ guilt-ridden people with inferiority complexes. Focus on your positive characteristics. 5.Associate with positive and successful people: Finding a job largely depends on how well you relate to others. Avoid associating with negative and depressing people who complain and have a negative attitude. 6.Set goals: You should have a clear idea of what you want and where you are going. Without these, you will present a confusing and indecisive image to others. Set high goals that make you work hard. 7.Plan: Convert your goals into action steps that are organized as short, intermediate, and long-range plans. 8.Be energetic and enthusiastic: Employers are attracted to positive people.

9.Ask questions: Your best information comes from asking questions. Learn to develop intelligent questions that are non-aggressive, polite and interesting to others. Don't ask too many questions and thereby dominate conversations and become an annoying inquisitor. 10.Be a good listener: Being a good listener is often more important that being a good questioner and talker. Learn to improve your face-to-face listening behavior and use information gained from others. Make others enjoy talking with you.11.Be polite, courteous, and thoughtful: treat gatekeepers, especially receptionists and secretaries, like human beings. Avoid being aggressive or too assertive. Try to be polite, courteous and gracious. You are always on stage!! 12.Maintain a professional stance: Be neat in what you do and wear, and speak with the confidence, authority and maturity of a professional. 13.Do not overdo your job search: Occasionally take a few days off to do nothing related to your job search. Develop a system of incentives and rewards if you accomplish your targets. 14.Be open-minded: Too much planning can blind you to unexpected and fruitful opportunities. Learn to re-evaluate your goals and strategies and seize new opportunities when appropriate. 15.Evaluate your progress and adjust: Take a few hours once every two weeks and evaluate what you are doing and accomplishing.

If necessary, tinker with your plans and reorganize your activities and priorities.

Don't become too routine in your search and therefore kill creativity and innovation.

The job websites:

- **Goldenline**
- **LinkedIn**
- **Pracuj.pl**
- **Praca.pl**
- **Jobs.pl**
- **InfoPraca.pl**
- **MEDIACV**
- **GazetaPraca.pl**
- **Gumtree**
- **Shookai**
- **PracaTobie.pl**
- **LinguaJob**
- **OLX**
- **Aplikuj.pl**
- **Praca owi.pl**
- **Praca Trovit**
- **Jobrapido**
- **careetJET.pl**
- **JOBkralle**

How to find work you love

https://www.youtube.com/watch?v=bvAEJ8G9l9U

THANK YOU!

SYLWIA GARŁOWSKA