

# CAREER BOOSTER

No. #1



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# Hello,

Welcome the first publication of our magazine – Career Booster. In this version of the magazine you'll learn more about: Writing the perfect CV, Choosing the career that best fits your skillset, preparing for your job interview and preferring for a success when going to work abroad. We are very happy about this and we hope you will enjoy it.

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# Enjoy it.

# Let's make the perfect CV

Author: Marton Balogh

Whether you are finishing your studies or applying for a new job, you have better chances with a professional CV. Because of that CV is a self-marketing tool and the key for the new position you want to get you have to prepare it carefully. As times changing, CV is not only a list of work experiences like 20 years ago, but it is more personal and narrative nowadays.



In this article we will discuss the 5 most common mistakes people used to do according to the experiences of HR people and you will get 5 tips to make your CV more powerful.

## Don'ts

- ❖ Don't lie - As we live in the age of the internet, the first thing a potential employer probably will do is to check the candidate's online presence.
- ❖ Don't include unnecessary information – HR people will not care about your elementary school when you have a degree or work experiences and also you should not include all of the jobs you have had since school, just the relevant ones.
- ❖ Don't include salary information and expectations - leave it for after the interview, when you will see how much the employer wants you.
- ❖ Don't make your CV more than 2 pages until you are not asked for that – HR people have to check hundreds of CVs a day and they do not want to waste time on reading your life story.
- ❖ Don't put an image into your CV until you are not asked for - - and always print the image and do not use a photo and a sticker for this because it is not the way you should do it.

## Dos

- ❖ Use professional language and always check your CV as many times as you can before sending it - typos in a CV are not acceptable from the view of HR people.
- ❖ Make your CV clean and tidy - no-one want to read CVs which is squashed together. Your CV has to be easily readable and you have to highlight only the most important things, because it usually takes no more than 20 seconds what time a HR person will spend on it to read.
- ❖ Construct your CV with your prospective employer in mind – always specify your CV based on the job advert and the requirements the employer needs. Think about what is needed for the job and do a research on it before.
- ❖ Always check your digital footprints – and make sure you present your best on the social channels e.g. LinkedIn, twitter so you can use these on your advantage.
- ❖ Include interests and experiences that might be useful for the employer – because it can give an advance for you and also a hint for the employer. E.g. driving license, leisure interests.



# Working abroad: Prepare yourself for success

Author: Elpiniki Ioannidou

Nowadays, more and more people decide to leave their countries for higher salaries and better lives. Working in another country is special and exciting experience. It gives insights about a country that isn't yours and it gives you a chance to meet a different culture. It also allows you to learn a new language, meet new friends, and get a new view on the life.



However **working abroad is not as convenient as working in your home country**. You need to prepare yourself in order to make most out of it. Here is the list of the most 5 important things you need to know before you make this decision.

## 1. Have reserve money

You are going to make a new start of your life and you need some support. You need reserve money until you take your first pay check.

## 2. Research costs

You have to be informed about the living cost of the town you are going to live. Do research for rents, cost of food, bills and evaluate your profits from your salary.

### 3. Be prepared for culture shock

You have to be prepared for differences about culture and traditions you are going to meet in the foreign country you will work. You have to learn about how the people behave in that country, about the way they are talking and eating. The best way to move through this culture shock is to continue to explore what is so fascinating about the area you moved in.

### 4. Research your company

You can't go to work in a company which you don't know exactly your main tasks and specific information about this company. You have to be really sure that this job suits you and your skills match with the needs of the company.

### 5. Cover yourself with international health insurance for expats

There is nothing worse than being sick in a foreign country away from your home medical system and the love of your family. Just cover these issues to have peace of mind!

# Interview: The first steep to a new job

Author: Angelina Denisiewicz

Do you have an interview soon? Congratulations, only 10% of the candidates that apply reach this step of the employment process.

If you get the invitation, your experience and skills are very important for the HR and your new employee.

At this moment everything depends on you and your skills to effectively communicate and show off to the HR. You have to focus and that way you won't make a mistake. Luckily we can help you do the interview easier, enjoy the article. The five most common interview mistakes are showed bellow.



## 1. Appearing uninterested

This drive employer crazy! Most of the employers have more applications than they need or want. If you aren't demonstrably interested in them they certainly aren't interested to hiring you.

**INSTEAD:** Demonstrate your interest in the company and the job. Show up at time and appropriately dressed . Also, make sure to turn off your cell phone. Your question should be intelligent, that indicate you have done some research. Never ask a question that could be answered in few second with a Google search .

## 2. Being unprepared

Obvious lack of preparation is an opportunity crusher and lack of preparation usually becomes obvious quickly.

**INSTEAD:** You must be prepared! Preparation will help you demonstrate your interest in them and the job. You will perform better in the interview when you are prepared.

## 3. Being angry

Angry people are not people employers' want to hire. Angry people are not fun to work with. They may frighten coworker and /or a customer or a client.

**INSTEAD:** if you are angry over a job loss, horrible commute to the interview. Dump your anger before the interview, at last temporarily. Keep calm and put smile on your face. You have to believe that you are the best person in the best place!

## 4. Sharing too much information

Sometimes people have whole-truth-and-nothing-but-the-truth mindset on job interview, so they "spill their guts" in answer to every question. This is not smart and useful. But you shouldn't lies !

**INSTEAD:** Answer their questions and then stop talking. Or ask a question of your own.

## 5. Negative body language

- ❖ **Breaking eye contact** - We tend to feel uncomfortable holding eye contact once a personal connection has been created. Don't stare, but try to hold you interviewers gaze for once extra before breaking away
- ❖ **Bad posture** - **Leaning** back is lazy or arrogant, leaning forward is aggressive and slouching is just lazy.

Instead, experts say to aim for a natural position, sitting tall as if a string were connecting your head to the ceiling

# Choosing your job based on your skills

Author: Laura Brinzila

Finding a good career is a matter of finding the role that uniquely matches who you are and what you want to do in your life. You'll be fantastic at the career that best matches you, and possibly terrible and unsatisfied at some other career that is not the best for you.

When we think about career choice, several things immediately come to our mind for example: job description, training and education requirements, career outlook, and salary – but there are a number of other factors that may influence your career decisions.



## Factors that influence career decision

- Family. The professional history of the family or the family aspirations for the future and some specific career can influence that career decision. Also limited family experience and false beliefs could negatively influence the decision making process
- Friends. The peer pressure that comes from your friends makes you to make the same choice as them about careers, so you stay together in the future. Also in some cases they even make you leave school. One additional factor is having a good or bad (positive or negative) role model from a friend that could motivate us do specific career choices.
- Cultures. Different cultures have different ideas about the meaning of a career, what value is placed on it, and the type of person who should perform the job. That being said, the way people find their career path varies significantly from culture to culture.
- Media. All the information spread over mass media widely influences people.

Considering your skills and abilities and how they may fit a particular occupation comes out of one of the earliest career development fields. Deciding on your career path is a really complex



issues and makes many young people feel worried and anxious of making a mistake that influence their life.

When choosing career there are two most important factors to consider: your skills and the position of the job in the labor market. First of all, your skills set have to at least partially match with the skills your career requires, it is the best when they fully match. This is a really important point because if the skills don't match you are going for a career disaster. But if you have the skills, you love the job, you'll have better time studying for and working that job.

There are many online and offline test and exams for checking your skills and if they match with you career skills, the name of this test is: aptitude test. If you want to do a free online aptitude test to check what kind of skills you have, scan the QR code. Apart from what you love the most and enjoy doing, it is really important to plan your career in relation to thee predicted labor market needs when you graduate, so you are not left unemployed.



## Guess the crossword

1. Positive and negative point which describes your personality.
2. You have to pass this to get a job.
3. The willpower.
4. Your choice may 22depend on it.
5. When you own unique knowledge.
6. When you leave your comfort zone.
7. The paper you get when you finish university.
8. When you reach your goals.

