# Opportunity



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## How to make educational choices

As a young person befor you decide going to university, you have 3 choices:

- Study what you like what your passion is,
- Study what your parents want you to study,
- Study what labour market needs.

#### Study what you like

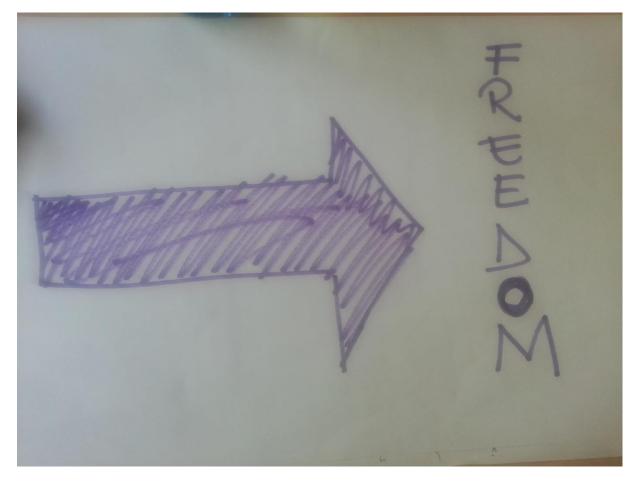
It's up to you if you want to study what you like, love, you are passionate in. Don't dismiss it!

## Study what your parents want you to study

There are plenty real examples of people who are forced to study what their parents want. Because parents who have unachieved dreams, want their children to follow their path. Parents are giving them piece of advice and force them to take it. In the end of the day, you find out, you are not living your own life, but life of your parents.

#### Study what labour market needs

Your decision should follow your dreams related to what the labour market needs.



# Working in another country - tips and tricks

The first step in working abroad is to determine who, what, where, when and how. Think about your motivations for seeking paid employment in another country- are you hoping to learn and new skill? Build an international CV or resume? Self-fund the exploration of a new country? Knowing more about why you want to work abroad will help you determine but types of jobs would be best it.

Also, start thinking about when you'd like to go, how long you'd like to stay and where in the world. You would like to world volunteer and travel. If want help answering the questions, check our primer on volunteering abroad, which involves a lot of the same planning and decisions making.

You should be careful when you make a decision about which countries you want to work. Because when you decide leave your country for a better life, you should choose the right one.



# Finding a job based on your skills and competence

You should know what work-related skills you have and how good you are at each. Find occupations that match the skills you want to use. Know what your skills are so that you can talk about them with co-workers and employers.

#### **Common Transferable Skills.**

Read over these skills and think if you have or need to gain any them.

#### Basic Skills

These are skills needed by almost all workers. These skills are very important to have. Writing, for example, is a basic skill that gets you into a good job. Not having it can keep you out of a good job.

• Learn new things • Listening • Math • Reading • Science • Speaking • Think critically

#### People Skills

These are some of the most needed and wanted skills. They're sometimes called "soft skills." These skills help people to work well with others.

• Be aware of others • Coordinate with others • Help others • Negotiate • Persuade • Teach others

#### Management Skills

All workers need these skills, not just managers. Employers hire people who can keep track of projects, money, and their time.

• Manage money • Manage people • Manage things • Manage time

## Systems Skills

Can you understand how parts and wholes work together? For example, could you see what would happen to your company if a certain employee left? Or how a new tax law might change prices at the grocery store? Then you have systems skills.

• Evaluate a system • Evaluate an organization • Understand a system • Make good decisions

#### **Technical Skills**

Technology includes computers and equipment. Computers are common in most workplaces. People in all occupations should know how to work with technology.

• Choose tools • Control quality • Install equipment • Install programs • Maintain equipment • Check equipment • Operate equipment • Repair • Troubleshooting

# Do's & Dont's on a CV

Before you start writing your CV, you should be aware about some tips and tricks that will help you to write a very good and realistic one.

## $\underline{\text{Do's}}$

- Use a professional language and always sign off your correspondence formally,
- Be careful with social media and the photos that you are uploading there. The employers are always searching your name on google.
- Highlight relevant information on the first page of the CV to get attention of the employer,
- Write on the CV what you had done and at the interview speak about your skills and what you like to do,

#### Dont's

- Don't break grammatical rules! Never!
- Never humiliate yourself also try to not show off,
- Be careful with papers. The stains are always making bad impression.
- Never forget to be honest and always say the truth.

