

**W**ork

**T.**

**F**uture

**? !**

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## HOW TO MAKE YOUR FUTURE OCCUPATIONAL CHOICES



All people and especially young people need a job to be able to pay their bills. But before they choose their profession they have to consider some important criteria.



The first criterion with which a person will make a choice is that you have to like it and be satisfied with specific profession. The financial gains that the profession will have and its workplace are still important. Someone who wants to choose a profession should be interested in the workplace. The workplace can be fixed or variable (locally or temporally).

By choosing our future job we have to take into account the necessary skills required by the profession. Also, we should have the appropriate mental capabilities. Very important in choosing a profession is working hours as family responsibilities play an important role in our lives. In addition, social rankings are an important factor too.

## IMPROVE YOUR CHANGES ON THE LABOUR MARKET USING SUPPORT OF EUROPEAN UNION



As unemployment is one of the biggest problems young people have nowadays, European Union offers its help and support.

Young people have several options how to use help of the European Union. One of the most common way spread among young people is participation in projects through Erasmus+. This programme is opportunity for young people and you even do not have to be a student. Firstly, there are so-called youth exchanges which take place in one of the EU countries or nearby. Participants are usually students but in some projects there can be people also up to 30 years old. Youth exchange can help them to improve their English, it will improve their skills and knowledge.

Another programme you can attend is a training programme. Each training programme is dedicated to some topic so attendants can improve their knowledges in a specific field.

Next there are various interpreneurships in companies. You can work here even up to 12 months. In case you don not want to work yet, there is an opportunity to be a volunteer.

Advantages of such programmes is that you can improve your English, your skills and knowledge. What is more, you can add this experience to your CV which can be interesting for some companies that prefer foreign experience.

## WELCOME IN BLUE ROSES – STORY OF BUSINESS

*Today we can get to know the most popular business women – Anastasia Blue. She's the youngest owner of chain of restaurant in European Union too. She agreed to take a brake and meet us to a cup of coffee. Let's see what she can tell us about herself!*

**R:** Welcome on our meeting! Are you happy that you could take a break from your work?

**A:** Yes and no. I'm very happy when I have a free time, but I really like my work. I can't imagine my life without it.

**R:** So it isn't only job for you, it's also your passion. Could you tell us how did it start?

**A:** Yes, of course. It's really funny story. When I was a child, I used to eat a lot so my mum had to spend a lot of time in the kitchen. Some day she told my "If you want to eat something, you have to do it by yourself". So I started cooking... And I fell in love with it.

**R:** Oh, was it your first love?

**A:** Yes, it was! (laugh) And it isn't the end of this story. My mum was so happy because I can cook dinner and she bought me cook book for my 12 birthday. She thought all my dishes became from this but I made it by myself.

**R:** So it's true that all your dishes created by yourself?

**A:** Exactly. It took me a lot of time but I'm really pleased that my dreams come true.

**R:** If we are talking about dreams, could you tell me, how did you make it possible to open your own business?

**A:** I have never thought before that it will be so easy. I've just taken part in Erasmus + about business basics and there I heard about a lot of options to b funded by European Union. I just needed a good idea and motivation.

**R:** What did you inspire you to make it?

**A:** Again my mother. My dad was always talking I should be a lawyer. But my mum saw that it was making me unhappy. She just told me I should listened only my heart and follow my dreams. Thanks to her my success comes true and it's the reason why the name of my restaurant is Blue Roses. It's her name and her favorite color.

**R:** It's so amazing story. I know you want to come back to your work so I won't take you more time. Thank you for interview and good luck to improve your business.

**A:** Thank you. It was very pleased.



## How to write perfect CV

Before you apply for a new job you will need perfect CV. On the internet you can find thousands of articles how to make it, there are a lot of ways. We asked for you the employers how they choose new people due their CV's.

At first time it depends if you want to work for European Union – then use the Europass. On the other hand use CV made by you which is original.

### What should be in your CV?

At first place your **name** – use big letters and place it on the top of CV. Under your name is good to put your **contact informations** which can underline your name. This should not take more than one line.

Then you should write for which **place you are applying for**. When you will make original CV for each job you are applying for you can make great impression.

Next should be **your strongest skills, qualities and properties**. This is really important part, take your time to make it smart. It can take up to three lines.

Now you have to decide if you will write first your **experience** or **education**. Use what is more impressive. Write what was your job/education and then add a few sentences about it. Like things you reached, your progress, if you had part of your study in abroad etc. Do not forget to put your volunteering work to experiences. But write about them like about a job.

**Languages** are next important part of CV. Write here only languages which you can really use. You can separate your reading, writing and speaking skills. If you have basic skills it means, that you can ask basic travel questions, ask direction or order a meal in restaurant. If you are intermediate it means you can communicate in this language about most of things in casual life. If you are advanced you have to also know your profession words and speak fluently. If you are native it means it is like your mother tongue. If you speak only your mother tongue do not write languages to your CV.

Do not forget to write your specific **skills**. Here can be for example if you can use some accounting program, you can type ten fingers or you have lifesafe course. Also you can write here if you can use Microsoft Office (or other program). But remember, that it means you know most of the functions not that you can write to Word.

At the end of your CV you can put some **additional things** such as driving licence or your **hobbies**. But beware of looking crazy or falling to stereotypes.

### Do not write this in your CV!

Avoid everything what can discriminate you. Such things like your age, nationality, picture of you, driving licence (if it is not important for your job), your health

condition. Do not write nonsences and negative things. Never lie – only one small lie and everythings looks like lie.

In languges do not write your level like B2 or C1. In eyes of your employer it will be look like you had B's or C's in school.

Do not place there you primary or high school if they are not focud on something special (like police school for example).

Do not put there referencies, there are always only good one. If your employer will want to know some informations he can simple call to the company where you worked before.

Be yourself, do not try to look better than you are. Do not be too much ambitious.

### **Last tips**

When you will sending your CV join to it cover letter. Original for each job apply as well. Validate facts which you write in your CV and cover letter in different parts. Your CV should have 1 – 2 pages.

## **CROSSWORD/KRZYŻÓWKA**

P J C H C I N L R U T S C Y E  
E I O G N K W H A M P E O T U  
A F H B N T E P K I Z I M I R  
O G O S S I G K H Q H T M L O  
Q J E I E E N S F X T I I I P  
R C G N E C E I H G U N S B E  
U Q V G C E I K A K O U S O H  
O E N J N Y F T I R Y T I M Y  
J X V I N S X V N N T R O O L  
J L A T R O P S P E G O N E Z  
S R E Y O L P M E U R P W E V  
T W U E Y N Z G T R A P A X T  
N E T W O R K K Z Z U O P G H  
S U C C E S S F U L L E I A Y  
K U E S N Q N F L S A R L U U

**Words to find:** AGENCY, APPRENTICESHIP, COMMISSION, EMPLOYERS, EURES, EUROPE, JOBSEEKING, MOBILITY, NETWORK, OPPORTUNITIES, PORTAL, SUCCESSFUL, TRAINEESHIPS, TRAINING, YOUTH