

---

FROM JOB  
ADVERTISEMENT  
TO THE FIRST  
WORKING DAY

---

# Contents

---

I – 2

PREPARATION STAGE

II – 8

SELECTING THE VACANCIES

III – 12

CV AND COVER LETTER

IV – 20

JOB INTERVIEW

V – 24

ADVICE

---



Pay attention to this, it's important!



This material is meant for you. Take a pencil and write down your thoughts so you don't forget the important things.



Worth considering this!

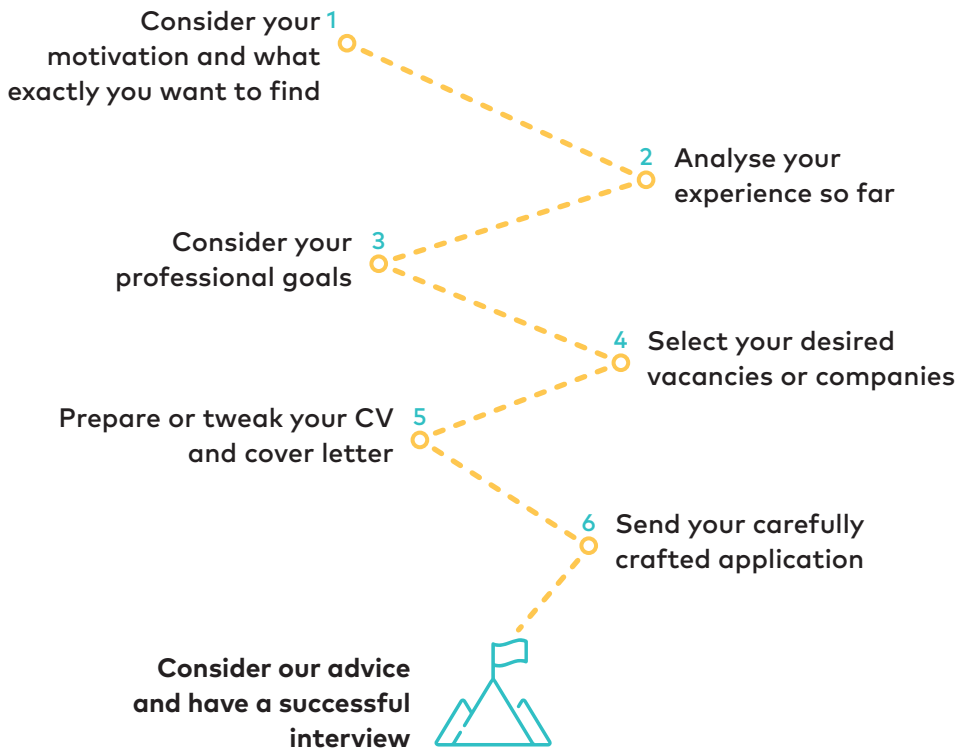
**HELLO!**

**THIS BROCHURE WILL HELP ANYONE WHO IS LOOKING FOR AN INTERNSHIP OR A JOB.**

If you wish to get the most out of it, fill out all the tasks, get acquainted with the suggestions of your career consultant – and the results will meet your expectations.

However, if you are unsure of your chosen vacancy or company, use a checklist to make sure your CV and cover letter do not miss anything, as well as look at suggestions to remain calm and reduce stress during your interview.

**We advise following these steps**



**This brochure consists of exercises, checklist points and advice from professionals that should be helpful to you during the process.**

PREPARATION

STAGE



## THE PREPARATION STAGE IS EXTREMELY IMPORTANT.

---

Your CV and cover letter is not just the beginning of your job search. It is a compilation of your previous experience with a goal to make a good first impression on your potential employer.

Keep in mind that you might not get replies to all the applications you send. Your chances of being asked to an interview will increase if your application is accurate and well thought-out, meeting the desires of both you and your employer.

### Before applying

- consider your ambition and motivation;
- look at your experience so far;
- consider your professional goals.

### Me and my requirements

Have you considered your wishes and expectations in your professional life? Identify your knowledge and skills, compile your experience. What have you done so far and what have you developed from your experience?



Take a look at these questions every time you need to contemplate and consider your motivation and priorities!

## What motivates me?



Think about it, why do you do and do not do certain things? What kind of work brings you joy and contentment? You may return to this exercise every time you need to revalue and consider your motivation and priorities!

### 1. What brings me joy when working

*For example, working alone or in a team, independence, variety in tasks, many tasks at a time or focusing on one project etc.*

- a \_\_\_\_\_
  - b \_\_\_\_\_
  - c \_\_\_\_\_
  - d \_\_\_\_\_
  - e \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 2. Work tasks I would like to do daily

*For example, helping other people feel better, fixing technical equipment, pitching ideas, supervising complicated processes etc.*

- a \_\_\_\_\_
  - b \_\_\_\_\_
  - c \_\_\_\_\_
  - d \_\_\_\_\_
  - e \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 3. Work conditions that would make me happy

*For example, an office close to home, events with co-workers, regular salary or percentage of the accomplishments, opportunities to exercise, flexible work hours etc.*

- a \_\_\_\_\_
  - b \_\_\_\_\_
  - c \_\_\_\_\_
  - d \_\_\_\_\_
  - e \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## My skills



Think about what skills you have and write them down.  
Separate your personal skills from the technical skills you have acquired while studying.

### 1. My top five technical skills

*For example, Java programming language, 3D modelling, translating etc.*

a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
d \_\_\_\_\_  
e \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. My top five personal skills

*For example, organising my time ahead, motivating my team members, quickly adapting to new rules, being precise and paying great attention to detail etc.*

a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
d \_\_\_\_\_  
e \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Perhaps the opinion of your friends, family and co-workers can help you with this task!

## My experience



Use this table as a summary of skills you have assessed while taking part in various activities. Try to remember various events where you have been helpful: lectures, projects, group work, jobs (including helping out your family and summer jobs), travels, volunteer work.

<b>Task</b> Task or an activity you did	<b>Duties</b> Duties and responsibilities you were assigned	<b>Skills</b> Required skills for the task	<b>Joy</b> (add a smiley face to your favourite tasks and duties)
For example, helping out in your parents' shop during the summer.	For example, stocking the floor, customer service, working with the cash register	Communication, accuracy, calculation and counting, stress tolerance, accountability	Communication with different people 😊



## My professional goals



Take a look at the worksheets you have filled out so far. Reevaluating your experience, skills and wishes, write down the role you would like to find.

*For example,*

*a) a role that requires daily communication with people,*

*b) a work trip abroad at least every six months.*

a

---

---

---

---

---

b

---

---

---

---

---

c

---

---

---

---

---

d

---

---

---

---

---

e

---

---

---

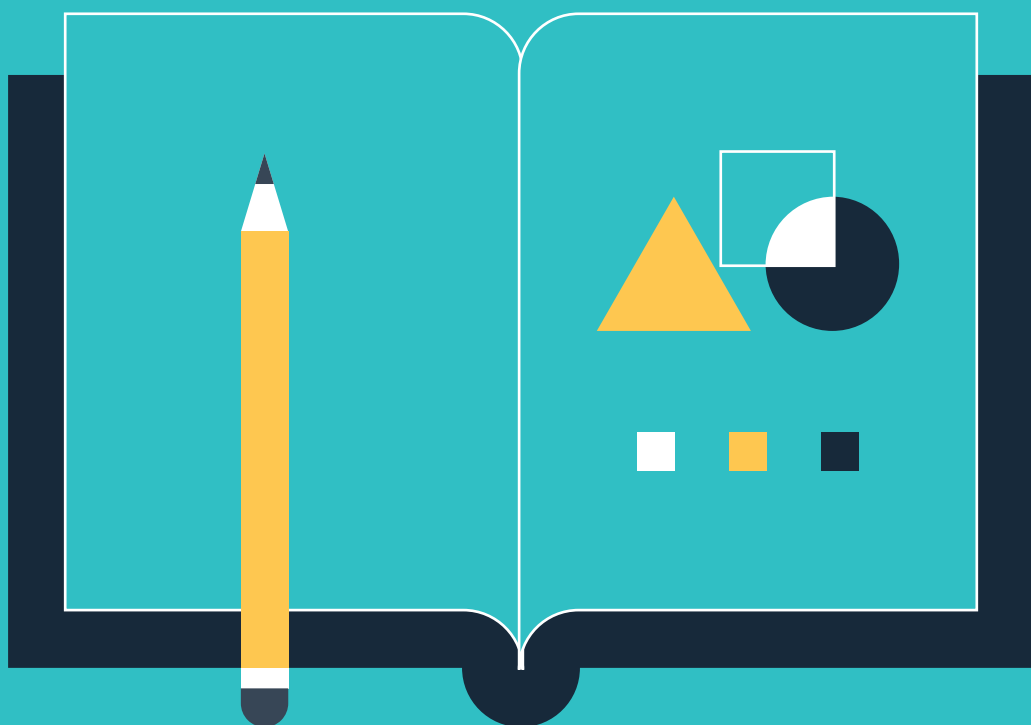
---

---

SELECTING

THE VACANCIES

---



**SO FAR YOU HAVE MADE A SUMMARY OF YOUR EXPERIENCES, THOUGHT OF YOUR PROFESSIONAL NEEDS AND GOALS. THE NEXT STEP IS TO SELECT YOUR PREFERRED VACANCIES.**

---

**You can focus in two directions during the selection process:**

- **Work tasks and subjects**

Previous worksheets are a kind of a cheat sheet for tasks you need to look out for in job advertisements. Contents of the advertisement are usually more informative than its title. Open and read the advertisements so you do not miss the opportunity of your dream job.

- **Preferred companies and employers**

Another way of looking for a job is to think about companies whose brands, products and communication you like. However, if you are not sure about this, you can visit Open Days or Career Days of certain companies to talk to their employees. Alternatively, you may get a glimpse of it on their social media.

**The most popular places to find vacancies**

- Vacancy and job ad websites.
- Company websites.
- Career Days and other various events where companies present themselves.

**Your chances of finding the place for you will increase if you**

- visit Open Days and other similar events organized by companies;
- put up your CV on vacancy websites or LinkedIn, making it easier for employers to find you;
- ask around your friends and acquaintances – maybe they have heard of a job opening that you might be interested in;
- upload a well thought out advertisement in your social media profiles;
- pay attention to the advertising board in your school and other similar places.



Titles and the actual content of the vacancies might be very different. Requirements might be different for the same role, yet similar duties and responsibilities can be found under various positions – “project manager” is a great example. It is worth looking for job openings in similar areas, not just the specific one you are interested in.

## Vacancies that might suit me



Look through vacancy websites and get inspired. Dare to dream and write down even those vacancies that seem unattainable to you at the moment.

Write down the roles that might suit you

a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write down the companies you would like to work for

a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consider this while going through job advertisements:

a) *Do I know someone who works for the company I'm interested in?*

b) *What kind of information can I find about the company online?*

c) *Any rival companies?*

d) *Any other important questions to you*

a

---

---

---

---

---

b

---

---

---

---

---

c

---

---

---

---

---

d

---

---

---

---

---

e

---

---

---

---

---

CV AND COVER



LETTER



**SO FAR YOU HAVE REASSESSED YOUR SKILLS, DEFINED YOUR GOALS OF JOB SEEKING AND REALISED WHAT KIND OF A COMPANY YOU WOULD LIKE TO WORK FOR. NOW IT IS TIME TO PREPARE, ADJUST AND TWEAK YOUR CV AND COVER LETTER.**

---

**The aims of this chapter are to help you**

- write your CV and cover letter;
- send out carefully well-planned and crafted applications.

Your application creates the first impression of you to your potential employer. It is crucial to consider what kind of a CV you have created, what have you written in your cover letter and how you send these documents to the employer.

**Career consultants often get asked**

**"Which CV template is the best?"**

**Before you pick a template, think about**

- The aims of your CV – is it for a job or an internship? Is it for the local job market or are you planning to work abroad?
- What kind of a first impression you would like to make? Inexperienced student in the area, eager to learn new skills? Experienced professional or someone who wants to change their specialty?
- What is the position and the company you are aiming at? Intern, junior specialist or expert? Is it a new local business, international company with various branches, or a state institution?

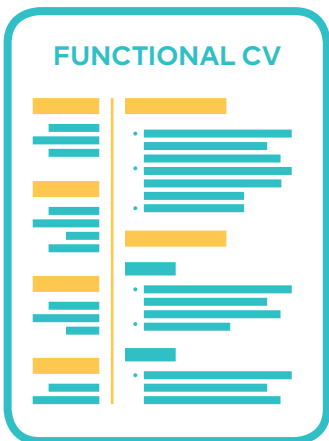
## NOW CHOOSE AN APPROPRIATE CV TEMPLATE.

CV of any format is a good CV if it is written well, clear and comprehensible. It should not be neither empty nor stuffed with information, as well as free from grammar mistakes.



### Chronological CV

A classic template that shows your education, work experience and skills in a chronological order. You may pick this template if your experience has been sequential without long breaks and your education matches your professional experience. This CV helps to make a good impression of a clever and hard-working specialist.



### Functional CV

It is advised to use this template if you have no to very little work experience, or if you have changed jobs a lot and had long breaks in between them. Functional CV is good for looking for your first job or going into a different field. You would describe your skills, competences and achievements, however, education and work experience are mentioned later in a functional CV.



### Europass CV

This a template created by the European Commission consisting of a chronological CV, language passport, mobility passport with a diploma and certificate supplement. It is useful when looking for jobs and internships in Europe and international companies. Europass provides a good template to compile a lot of information of your past experience. It is easy to edit and add information in an online editor.





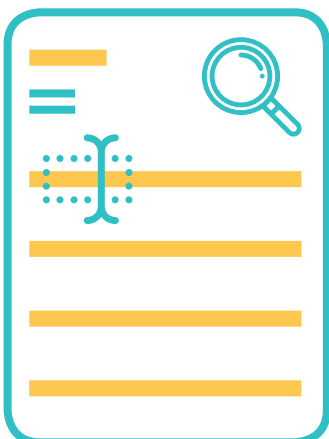
### Modern CV

If the role you are applying for encourages you to be creative and original, it is worth considering creating your CV in a graphic editor or buying a ready-made creative template. One sheet format, infographics and short sentences are usually key elements of the non-standard CV.



### LinkedIn CV

Career-oriented online network LinkedIn allows to search in an online CV database. This format shows your professional experience and lets you grow a professional network. Stylistically correct and quality CV increases your chances of a recruitment specialist reaching out to you.



### CV templates in various vacancy website databases

If you register and fill out CV forms in various vacancy websites, it may increase your chances of being reached out to. These templates are made for easy use in these websites, however they look bad if you use them instead of a proper CV.

## Structure and content of the CV: crucial elements

<p><b>You may add a smart photo to the CV</b></p>	<p><b>Personal data:</b> name, last name, e-mail and phone number.</p> <p>If you write your address, mention your city and street name, but not the house number or the post code.</p>
<p><b>Profile:</b> short description of skills and experience (reference back to "My skills" and "My experience" worksheets). To get the best results, revise this section appropriately for each application. You may mention if you wish to work part or full time, a start date or a salary.</p>	
<p><b>Education</b></p>	<p>Formal education is written starting with the latest. Write the full title of your school/university, course title, degree or qualification. If you are sending your application abroad or have studied abroad, mention the country.</p>
<p><b>Work experience</b></p>	<p>This part is structured similarly to education. In addition to years, full title of the company and the role, mention your tasks and responsibilities, as well as achievements. You do not need to include all the places you have ever worked, it is fine to leave some out if you feel like they are not necessary for the application.</p>
<p><b>Additional experience</b></p>	<p>You may mention projects you took part in, exchange programmes, volunteer work and other informal experience that signifies the skills you gained.</p>
<p><b>Languages</b></p>	<p>You may use a europass language skill level if you have a certificate to prove it, alternatively you can add a general valuation of your skills, e.g., intermediate or advanced.</p>
<p><b>Skills</b></p>	<p>Skills are usually divided into</p> <ul style="list-style-type: none"> <li>• technical and digital;</li> <li>• organisational and managerial;</li> <li>• social and communication.</li> </ul> <p>You can leave out these sections if you do not have something to add in each of them.</p>
<p><b>A references section</b> can be added to a CV with the referee's name and last name, titles of the role and the company, and a phone number. You can also note that references will be given on demand.</p>	



If you are not sure about the information you should write in your CV, ask yourself – what kind of impression do you wish to leave?



## Advice

- Cut out any unnecessary words, for example, in the personal data section, simply write your phone number (29 xxx xxx instead of phone number: 29 xxx xxx).
- You may switch the education and work experience sections, depending on the application.
- It is unnecessary to mention your kindergarten or pre-school in the education section. If you are currently studying or already have a degree, you do not need to include your elementary and secondary schools as well. However, there is an exception if your secondary school is well-known.
- The work experience section could be renamed to professional experience if you have not had much workplaces but have participated in projects and volunteer work.

## Before applying, check ✓

- Consistent use of format, one font and letter size (except for titles).
- Profile text of the CV is customized for the vacancy and clearly structured.
- Cover letter is addressed to the correct person or company.
- CV and cover letter are free of grammar mistakes.
- CV and cover letter are in the same language as the job advertisement.
- Correct contact information, professional e-mail address.
- Professional titles of the CV and cover letter files (name\_lastname\_cv and name\_lastname\_coverletter).
- CV and cover letter are saved as PDF – easily opened on all devices.
- If you add a photo, make sure it is smart and professional – a portrait on a light backdrop.
- CV is not any longer than 2 pages and the cover letter is no longer than a page.
- Give it to someone else to read and check.

**COVER LETTER IS WHAT JOB SEEKERS WORRY ABOUT THE MOST, BUT IF YOU HAVE FILLED OUT THE WORKSHEETS BEFORE, A BIG PART OF THE TASK IS ALREADY DONE.**

---

**Main aims of the cover letter**

- Creating a more personal picture of you.
- Proving your motivation and explaining why you want this position.
- Explaining what elements of previous experience and skills will allow you to succeed in this position.

Some might say that the cover letter is just a formality that does not matter much in the recruitment process. That can be true. However, if someone reads cover letter, an impersonal copy-paste letter will decrease your chances significantly as it signals negligence and lack of interest. Some companies pay a lot of attention to exploring the motivation of their potential employees, so the time invested in writing your cover letter will not be wasted.

---



**Cover letter is worth a lot more if you are applying for a position that has not been advertised!**

## Questions worth considering

### before writing the cover letter

- What am I aiming for when choosing this position?
- What kind of impression do I want to make?
- What do I know about the company that I am applying for?
- How do I make the employer interested in me?
- How do my skills and experience apply to the requirements of this position?

## Contents and structure of the cover letter

### Addressee

Contact person,  
Company title,  
Address

### Your contact information

Name, last name,  
Phone number, e-mail

## TITLE/INTRODUCTION

Letter addressed to the correct person or the company. Kind greetings and an introduction about yourself in a sentence or two.

### Describing your motivation

3–6 lines of defining the main reasons for applying.

**Connecting** your work experience, education and the position you are applying for to make your potential employer realize how your skills are going to be useful in the position. When choosing you, what else is the company gaining? You may mention your professional goals here, especially important when applying for an internship.

### Conclusion

Kind regards, as well as a mention of your preferred way of communication.



Main goal of the CV is to present your experience in a clear and structured way. Main goal of the cover letter is to draw interest for an invitation to an interview to find out more.

JOB

INTERVIEW

---

IV



## THE AIM OF THIS CHAPTER IS TO HELP YOU GETTING AN INVITATION AND SUCCESSFULLY WITHSTANDING AN INTERVIEW!

---

Depending on the company, there are various ways of holding a job interview

It may be **a typical interview** in the form of a conversation, the interview might be held by one or two people.

It is nothing unusual if you are asked to do **a test** during the interview process. It might be necessary to assess your skills and see if they fit the requirements for the tasks.

An interview might be held in **a group**, talking to several candidates at the same time.

Nowadays an interview might be held **on the phone** or **via video call**.

It is okay to be nervous before the interview. It is a situation of high responsibility in a strange place where you do not know what to expect from the interviewer. How to manage stress before the interview? A lot of worrying is caused by the fear of the unknown. If you prepare well, your worries will decrease significantly.

## Tell us about...



Prepare 2–4 sentences on each topic

Tell us about yourself

*A summary of your CV profile is useful here – for example, I am a second year student at the RTU and I am looking for my first job related to my field of studies.*

---

---

---

---

---

---

---

---

Tell us what you know about our company

*Examine their website before the interview and find out about their achievements, plans, values.*

---

---

---

---

---

---

---

---

Tell us why you applied

*Reading your cover letter again could be useful, as well as mentioning a fact you know about the vacancy or the company.*

---

---

---

---

---

---

---

---



Tell us about your biggest achievement

*Most likely, they are not asking about any major global achievements, but you need to remember something important to you and mention the skills and qualities that helped you to achieve it.*

---

---

---

---

---

---

---

---

Tell us about your dream job

*In the first chapter of the brochure you already wrote down the tasks that bring you joy.*

---

---

---

---

---

---

---

---

Tell us about your flaws

*There is no need to talk about everything you are not happy with, but remember something in your professional life that is not perfect at the moment, yet you are aiming to improve it.*

---

---

---

---

---

---

---

---

**Shortly before the interview you may want to try speech warm-up, breathing and mindfulness exercises.**

- Voice warm-up exercises will help speaking easier, clearing your thoughts and feeling more confident. To warm up your speech apparatus, you can lightly massage your cheeks, recite a poem with a pencil in your teeth, repeat some tongue twisters.
- Breathing exercises will help with calming your heartbeat, letting oxygen get to the brain; therefore you will be able to think clearer. For example, put your hand on your diaphragm and take 10 calm breaths or close your eyes and blow out 10 imagined candles one by one.
- Mindfulness exercises will return you back to reality, helping you focus your attention on the present. For example, while you're in the waiting room, count all the objects around you or try to name all the sounds you hear. Take a small object in your hand and focus on its form, weight and texture.

**If it's hard to start and do these exercises on your own, there are apps to help you**



- Such key words as *voice warm up*, *vocal warm up*, *vocal exercises*, *tongue twisters*, *diction exercises* will help you finding speech warm-up exercises.
- You will find a calming app if looking through *breathing*, *relaxation*, *meditation*, *mindfulness*, *quick guided meditation*, *guided breathing*, *mindfulness coach* keywords.
- Breathing apps may be useful, for example, Stop, Breathe & Think: Meditation & Mindfulness, or mindfulness apps such as Mindfulness Exercises Led by Jon Kabat-Zinn.



1. **First impression.** Good first impression is shaped by simple things – be on time, dress smart, greet everyone, smile, don't be shy to ask questions. It's not rocket science.
2. **Be here and now.** Make eye contact with everyone in the room, talk to the people asking you questions, do not forget to greet everyone.
3. **Introduce yourself.** If you bring your CV with you, it will be easier to follow the interview. Prepare to talk about yourself for a minute or two. Reread your cover letter. If you took the time to write it well, you already have all the answers.
4. **Focus on specific examples.** Think of a couple examples from your experience and professional achievements you can share during the interview, but make sure they are related to what the employer is looking for.
5. **Listen.** There is no need for an immediate response. Try to understand what exactly the question is about. Often nervous people reply to a question of their interpretation, not the one that was actually asked. If you didn't understand the question, don't be shy to ask again.
6. **Ask questions.** Make sure you have at least one question in mind before going to the interview. For example, how long is the probationary period? What are the traditions of this company? What this company is proud of the most?
7. **Salary.** Let the employer first ask you about your preferred pay, but if they don't, it's completely fine if you ask about it.
8. **Show interest.** Ask when you're going to hear back from the company, as well as what your next steps should be.
9. **After the interview ask yourself – what impression did the company leave on you?** Do you still want this position? Would you like to work here?
10. **If the period of response has passed and you haven't heard back from them, it's fine to reach out and ask about the results.** It's another chance to express your interest about the position, as well as you could have a clearer plan for the next time you're applying for a job.



**A JOB INTERVIEW HAS ALREADY BEGUN BEFORE YOU HAVE MADE IT TO THE ACTUAL INTERVIEW. SENDING YOUR APPLICATION, ANSWERING THE EMPLOYER'S PHONE CALL AND COMMUNICATING IN SOCIAL MEDIA IS WHAT MAKES YOUR FIRST IMPRESSION BEFOREHAND.**

### **Communication advice**

If you are communicating **via e-mail**, make sure it doesn't contain any previous correspondence and other recipients. Do not forget to add an appropriate subject, greet them, remind them of yourself. Sign off with your phone number to make contacting you easier.

If you are communicating **via phone**, it's especially advised to make a call when applying for a position that's not advertised to make sure you're sending your application to the correct person. If you are expecting a call for an invitation to an interview but you receive it at an unsuitable time, it is fine to say you cannot talk right now and reschedule. When calling to find out of the results, remind them of your name, the vacancy and the time of your interview.

It is not any secret that employers might look at your **social media** profiles and you already know of the kinds of pictures and opinions that rather not be there. However, you can create a profile in a professional network – it's much better when search engines display your LinkedIn profile before your private social media.

### **If you sent an application, but didn't receive any response or didn't get the job after the interview, it's time to consider the things that didn't work out.**

There are different reasons why sometimes people don't get employed.

- The employer required a specific skill or criteria (For example, AutoCAD or Norwegian).
- You didn't fit the criteria and your skills are insufficient at the moment.
- You're overqualified for the position and the employer decided you're going to get bored quickly.
- Sometimes the process is just a formality – applications are open but the candidate has already been chosen.
- There wasn't any chemistry between you and the interviewer. The employer is aware of the team you would need to work with and realized you would have trouble fitting in.
- Something doesn't work right in your CV or cover letter – you should reread those.





