## 7 basic steps:

1. Research yourself (skill)

What I want

My skills

Why?

1. Research the market

Where do I want to work?

What does this type of job consist of?

1. Create an online job hunting profile
2. Find job advertisements
3. Create/send a resume/CV and cover letter/motivation letter
4. Interview
5. Send follow up

Basic technical skills

ex: drivers licence, computing skills (surf on internet)

Specialised technical skills

ex: ability to use a specific computer program,ability to insert an IV drip (perfusion)

Literacy and numeracy skills

Transferable skills (employability skills)

Skills qualities or attributes that you bring at your workplace

ex: having a good eye for detail (meticulous), planning and organizing, motivating and leading others, problem solving

**Household activities**: budgeting, childcare, repairing vehicles, cleaning

**Voluntary work**: fundraising, community activities, environmental work

**Recreation + hobbies**: leading a sports team creating art, social media

**Education activities**: doing online courses or evening courses

Looking for jobs:

* Jobs agencies / headhunters
* Internet
* Newspapers / magazines
* Networking
* Cold calling (spontaneous application)

| CCDL | Current Clean Driving Licence |
| --- | --- |
| CV | Curriculum Vitae |
| EXP | Experience |
| AGY | Agency |
| OTE | On Target Earnings |
| PA | Per Annum |
| PW | Per Week |
| POS | Point Of Sale |
| ca. | circa |
| K | thousand |
| quote ref | quote the reference number |
| PR | Pro rata |

Chronological CV or Skills based CV

CV :

* Ordre :
* Education
* Professional Experience
* Skills
* Languages
* Activities
* Tout au passé sauf ce que tu fais maintenant.

Personal statement questions (pour faire la première partie du CV) :

1. What sort of person am I?
2. What is my area of professional expertise?
3. What is my most important qualification?
4. What is my most relevant skill for the job?
5. What am I doing at the moment?

Well organised, highly motivated communications strategy advisor. Geography graduate with recent professional experience developing communication strategy for positive change. Currently completing master’s in Development Studies with specific focus on sustainability. Fluent spoken and written English. Self-motivated, resourceful and able to motivate others, with excellent communication and interpersonal skills.

Possessing strong experience in computer science especially in web development, I apply for your internship proposition.

Currently a student in Telecom Nancy, I'm a very invested person in everything I do.

I have many experiences in development

Highly dedicated developer with a lot of autonomy. I’m currently an apprentice in IT at Telecom Nancy for 1 year. At work, I'm developing automatic planning for employees.

Well organised, highly motivated communications strategy advisor. Geography graduate with recent professional experience developing communication strategy for positive change. Currently completing master’s in Development Studies with specific focus on sustainability. Fluent spoken and written

English. Self-motivated, resourceful and able to motivate others, with excellent communication

and interpersonal skills.

Well creatived, highly motivated developers strategy.

Currently completing engineering graduate in Telecommunication and IT with specific on cobol programmation on job activities in a bank. Creative,