

## **MODULE 10. Job hunting**

### ***The plan***

- 1.The job that I want : key characteristics a dream job should possess.
- 2.The stages in the job application process.
- 3.Ways to research the market for job openings.
- 4.My strengths and weaknesses, likes and dislikes, preferences and interests in terms of my professional behavior.
- 5.My profile : education, qualifications, transferable skills, experience.
- 6.The strategy of the successful job hunting process.
- 7.Resume writing rules : goal, structure, main sections, tips.
- 8.Cover letter: purpose, main features, challenges.
- 9.Pre-interview preparation tips.
- 10.Interview types : main characteristics and challenges.
- 11.Interview strategy : stages, common interview questions, do's and don'ts.
- 12.Work values an employer is looking for in a candidate.

#### **1.The job that I want : key characteristics a dream job should possess.**

##### **Characteristics:**

- 1. Growth opportunities.** My dream job should provide opportunities for professional development and learning. This can include access to training programs, workshops and conferences.
- 2. Work-life balance.** A dream job should offer a healthy work-life balance. It should promote a reasonable workload and flexible working hours.
- 3. Wonderful projects.**
- 4. Work benefits.** A dream job should offer benefits that mirror the value of your skills and expertise.
- 5. Collaborative and supportive environment** helps with teamwork, knowledge sharing, problem solving and conflict resolution.

#### **2.The stages in the job application process.**

- 1. Researching the market and researching yourself.**
- 2. Reading the job ad.**
- 3. Creating a resume.** The goal is to provide a summary of your qualifications, skills, experiences, and achievements to a specific job or opportunity.
- 4. Writing a cover letter.** It's very short, just 5 sentences, but its goal is to make recruiters open your resume.
- 5. Attending an interview.** The goal is just to sell yourself.
- 6. Sending a follow-up letter.** It's just to reminding, that you are a great candidate.

#### **3.Ways to research the market for job openings.**

- 1. Work shadowing.** It's when you visit a lot of companies and ask for vacancies. Plus : you get acquainted with many companies and different vacancies. Minus: it takes a lot of time.
- 2. Cold calling** means calling companies and asking for jobs. You don't visit the company, as in work shadowing. Plus : you can call a lot of companies. Minus : it has no effect.
- 3. Internship.** It's when you get experience from working in a company. You can get money from an internship, but it depends on the company. Plus : you get experience. Minus : it's not paid.

**4. Job fair.** It's like a fair of companies, not the vacancies, and you can get acquainted with different companies. Plus : you have a lot of companies and you can get acquainted with the companies. Minus : they don't apply for a job.

**5. Networking.** When you find work through social media or your contacts. Plus : you find contacts, who can work in this company and can help. Minus : not all people want to have friends.

**6.Requirement agency.** It's when employers seek employees through an agency. Plus : it helps you to make a CV, gives you interview tips. Minus : the database of vacancies is limited.

#### **4.My strengths and weaknesses, likes and dislikes, preferences and interests in terms of my professional behavior.**

##### **Strengths:**

**1. Strong problem-solving skills:** I have the ability to analyze complex situations, identify key issues, and develop effective solutions.

**2.Teamwork:** I work well with the team and can collaborate with others and contribute to collective goals.

**3.Time management:** I have strong organizational skills and can prioritize tasks effectively to meet deadlines.

##### **Weaknesses:**

**1.Adaptability:** I am not so flexible as I want, but I really try to seek opportunities to step out of my comfort zone and take on tasks or projects that require me to adapt to different situations.

**2.Effective communication, but i try to improve my communication skills** by focusing on active listening, clear expression and learning from effective communicators.

**Likes and dislikes:** I like working on challenging projects that require problem-solving and critical thinking skills. I appreciate opportunities for learning and growth. I enjoy being part of a team.

#### **5.My profile : education, qualifications, transferable skills, experience.**

**Education:** I'm studying currency at Belarusian State University of Informatics and Radioelectronics faculty of Computer systems and Networks.

**Qualifications:** my qualification is engineer-system programmer.

**Skills:**

**Experience:**

#### **6.The strategy of the successful job hunting process.**

#### **7.Resume writing rules : goal, structure, main sections, tips.**

The **main goal** is to make the company ask you for an interview.

##### **Main sections :**

**1.Heading.** It should contain your phone number, address, name and other personal information.

**2.Education.** In this section should be a list of your degrees in reverse chronological order. If you have a high GPA you can include it.

**3.Experience.** If you have full-time or part-time job or internships, volunteer work, you should include them in your resume.

**4.Additional sections.** In this section you can feel free to include IT skills, foreign language skills or transferable skills. You should use 2-5 bullet points to highlight your key accomplishment.

**5. Languages.** There are the languages you are proficient in and indicate your level of proficiency for each language.

### **Tips to write a good resume :**

1. Your resume should contain relevant information, be clearly written.
2. Your resume should not be too long (just 2-3 pages), should not consist of fancy fonts.
3. In your resume you should add your personal information, your internships, academic projects, part-time or full-time jobs and university as educational background.
4. It would be better to include references in your resume.

### **8.Cover letter: purpose, main features, challenges.**

**Purpose is** to make a recruiter to open your CV. It consists of three concise paragraphs. In header it contains your personal information (date, name, address).

#### **Main parts:**

- 1.Opening paragraph.** In this paragraph you should introduce yourself and tell the employer why you are applying for this job.
- 2.Middle paragraph.** In this paragraph you should include your relevant experience and your skills.
- 3.Close paragraph.** You should thank the employer with your signature, followed by your name.

### **9.Pre-interview preparation tips.**

1. Do some research into the company you are applying to.
2. Find out the type of interview you will be going to attend.
3. Prepare a list of questions to ask at the interview.
4. Practice the answers to common interview questions.
5. Practice your greeting and bring a copy of your resume.
6. Decide what you are going to wear.

### **10.Interview types : main characteristics and challenges.**

#### **There are 5 main interview types:**

- 1.Panel interview.** This type of interview includes a group of interviewers. The main purpose of this type of interview is just to get the most objective decision about the applicant.
- 2.Traditional interview.** The goal is to get general information about the applicant.
- 3.Competency-based interview.** The goal is to see if you have enough experience and skills to get this job position.
- 4.Phone interview.** It's when recruiters want to shortlist potential candidates. The goal is to be short-listed.
- 5.Stress interview.** In this type of interview the recruiter uses questions to set you off-balance. The goal is to see how the applicant will handle the stress and work under the pressure.

### **11.Interview strategy : stages, common interview questions, do's and don'ts.**

#### **Stages of interview:**

1. Upon **arrival and meeting**, the candidate may be asked, "Did they have any difficulty finding the building?"
2. The interviewer may ask **general questions about the candidate's life**, such as, "What can they tell about themselves?", "What are they good at?", "What do they most enjoy about their time at university?"
3. During the **resume review**, the candidate may be asked, "What skills do they have relevant to this job?"
4. The **candidate might be asked**, "What do they know about the job and the company?"

5. The **candidate may ask questions about the job and the company**, such as, "What will their responsibilities be in this position?"

6. Towards the end of the interview, the **interviewer may present one or two tricky questions**, such as, "What are they good at?", "Where do they see themselves in five years time?", "What are their weaknesses?"

7. **The interviewer thanks the interviewee for the time spent.**

During the interview you should ask questions, show your interest in the company, and show initiative. Your phone should also be turned off. You can also ask about your career development and you may ask for refreshments. But you never should avoid eye contact, criticise your current job, say things that are untrue and always agree with an interviewer.

**12. Work values an employer is looking for in a candidate.**

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