**Job Hunting**

**Finding the job** is a vital part of life that everyone goes through. Here are few things that may help you find a job: Go through the local newspapers, go through all of the adds, circle the ones that interest you and then send your resume, or give them a call as soon as possible. Do not delay this, for if you do, someone else may take this position. Work can also be found on internet. There are lots of specialized websites with vacancies in one place.

But first, to find a good job, you need to **write a CV**. Keep your resume short and neat a one page CV is more than enough. Resume should not be too fancy and overfilled with irrelevant information. Otherwise, the employers won’t even look through it till the end. Show your confidence about your abilities and show that you will be the best one to do this job. List as many references that you have, attach them as well to your resume.

A cover letter is a one-page document that you submit as part of your job application alongside your CV or Resume. It’s not always necessary to send a cover letter, but will be a good addition to your application. Its purpose is to introduce you and briefly summarize your professional background. On average, your cover letter should be 250 to 400 words long.

A good cover letter can spark the HR manager’s interest and get them to read your resume. A bad cover letter, on the other hand, might mean that your application is going directly to the paper shredder. Thus, it’s important to write a convincing cover letter.

After all this steps HR can invite you to **job interview**. In this interview you don't need to memorize an answer, but do take the time to consider how you'll respond. The more you prepare, the more confident you'll feel during a job interview.

Speaking of interviews, there are several types of them. Classic interview involves employer talking with you about your experience. Phone interview is a short alternative that may lead to a further classic interview and serves for employer to find out more about you. Another interview may include demonstration of your skills on a practical task. Or if your employers finds your social skills and stress-resistance important, they may organize a stress interview, during which they will in different ways try to break your ability to work effectively.