

# ESSAY OF PROFESSIONAL COMMUNICATION S4

Studying courses of professional communication this semester has been an enriching experience. I covered essential topics like job hunting, resume writing, and interview preparation, which are important for anyone entering the job market. discussing different types of job markets, the differences between resumes and CVs along with cover letter essentials, and how to prepare for interviews. The course has been both informative and practical.

Understanding the job market is crucial. Firstly, there are three main types: the hidden job market, the advertised job market, and cold calling. The hidden job market includes jobs not advertised in public, it's all about someone recommend you to the job but filled through networking and referrals. Accessing these jobs requires strong networking skills. Secondly, the advertised job market consists of positions listed on job boards and company websites. It's visible but highly competitive. An example of advertised job market any announcement shared by a company and they're looking for candidates to apply, it's a huge competitiveness on one Place. Thirdly, the Cold calling involves directly contacting companies to ask about job openings, showing initiative and willingness to take risks. For example, I'm looking for an internship or job, I'll share my Resume via LinkedIn and write that I'm looking for a job and I have those skills. Knowing these markets can help you find more job opportunities. The hidden job market is the first you should start with; Networking is a skill.

Resume writing is essential. To begin with, A resume and a CV (Curriculum Vitae) are different. A resume is a brief, one-page document focusing on relevant work experience, skills, and achievements for a specific job. for example, we're as students writing Resumes for applying to a specific job, we're beginners and without experience. secondly A CV is more detailed, including academic background, research, publications, and professional experience. It's used in academia and international job applications. Lastly, Alongside the resume or CV, a cover letter is important. It explains why you want the job and how your skills match the position, the cover letter is the link between your CV and the job announcement to let the recruiter take the decision. Writing a good resume, CV, and cover letter helps you make a strong first impression on employers.

Interviews are a key part of getting a job, and preparing for them is crucial. First of all Research the company, understand the job role, and practice answering common interview questions. the interview is the point when we can be us, and show our skills of communication and convincing. Secondly, the interview includes questions about my strengths, weaknesses, past experiences, and how I handle challenges. For example, they can give situations of decision making or delegating tasks in a team. Thirdly, prepare questions to ask the interviewer to show your interest in the role and the company. The goal of the interview for me is to build confidence and improve my communication skills. Good preparation can help you approach interviews confidently and increase your chances of success.

In conclusion, the professional communication courses this semester have provided valuable insights into job markets and mastering interview techniques are crucial skills for career success.