



Job Seeking Guideline

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1 Introduction

The cornerstone of our Job Seeking Guideline is the analysis of the weight of transferable skills in the jobs applied for, as well as a self-evaluation that will allow us to identify our strengths and weaknesses in order to apply for them. For this purpose, we recommend consulting our catalogue of transferable skills as well as the online and classroom activities proposed on our website.

- In the first chapter we will see examples of analysis of typical jobs applied for by students of our four schools, as well as a self-evaluation test.
- In the second chapter we suggest an analysis of the local labour market, including examples from our four regions.
- In the third chapter we propose places to go and steps to follow.
- In the fourth chapter we will consider the importance of our image in social networks and the Internet.

Finally, we will discuss how to be successful in a job interview, considering the pre-interview, interview, and post-interview stages.

2 Self-assessment

2.1 Where do I want to work?

Let's start by analyzing the weight of each transferable skill in the job we want to apply for. We can use the following code:

1: Essential skill 2: Valuable but not essential 3: Extra

The following are examples of typical jobs applied for by students of our four schools.

2.1.1 IES Abastos, Valencia, Spain

Examples of jobs related to our three VET levels of Administration and finances, IT and Commerce.

Soft skill	Office Assistant VET 1	Cashier VET 1	Assistant of computer systems fitter VET 1
Basic Skills			
Reading Comprehension	1	1	1
Basic Mathematical Skills	1	1	1

Willingness to learn	1	1	1
Cleanliness	1	1	1
Computer and Technical Skills			
Using computer software	1	1	1
Using job related equipment	1	2	1
Installing equipment	2	3	1
Installing software on computers	2	3	1
Using the internet, including email and search engines	1	3	1
Using equipment such as printer, copiers and fax machines	1	3	1
Troubleshooting problems with hardware, software ...	1	3	1
Inspecting equipment	2	2	1
Maintaining equipment	3	3	1
Interpersonal skills			
Relating well with others-being polite	2	2	1
Responding to concerns	2	2	3
Assisting others	2	1	2
Resolving conflicts	3	1	1
Being a team player	2	3	1
Organization skills			
Punctuality	1	1	1
Multitasking	1	2	1
Setting and attaining goals	1	1	1
Being flexible and adaptable	1	1	1
Meeting deadlines	1	1	1
Planning	1	2	2
Communication skills			
Advising	2	1	2
Using proper language	1	1	1
Instructing	1	1	2
Presenting	2	3	3
Training	2	3	3

Active listening	1	1	1
Writing and editing	1	2	1
Demonstrating Professionalism	1	1	1

2.1.2 SŠPo, Vysoké Mýto, Czech Republic

Examples of jobs related to our secondary vocational courses

Soft skill	Sole trader (Entrepreneur)	Administrative assistant	Marketing assistant
Basic Skills			
Reading Comprehension	1	2	1
Basic Mathematical Skills	1	2	1
Willingness to learn	1	2	2
Cleanliness	1	1	1
Computer and Technical Skills			
Using computer software	1	2	1
Using job related equipment	1	1	1
Installing equipment	2	3	3
Installing software on computers	3	3	3
Using the internet, including email and search engines	2	2	1
Using equipment such as printer, copiers and fax machines	1	1	2
Troubleshooting problems with hardware, software ...	3	3	3
Inspecting equipment	2	2	2
Maintaining equipment	1	2	2
Interpersonal skills			
Relating well with others-being polite	1	1	1
Responding to concerns	3	2	2
Assisting others	3	1	1
Resolving conflicts	3	2	3

Being a team player	3	1	1
Organization skills			
Punctuality	2	1	2
Multitasking	1	1	2
Setting and attaining goals	1	2	2
Being flexible and adaptable	1	1	1
Meeting deadlines	1	1	1
Planning	1	1	2
Communication skills			
Advising	3	3	3
Using proper language	2	1	1
Instructing	2	3	3
Presenting	2	3	1
Training	2	3	3
Active listening	2	1	2
Writing and editing	2	1	1
Demonstrating Professionalism	1	1	1

2.1.3 TA de Wijzer, Genk, Belgium

Examples of jobs related to our secondary vocational courses

Soft skill	Hairdresser	accountant	shop assistant
Basic Skills			
Reading Comprehension	3	1	3
Basic Mathematical Skills	2	1	1
Willingness to learn	2	1	2
Cleanliness	1	3	1
Computer and Technical Skills			
Using computer software	3	1	2
Using job related equipment	1	1	2
Installing equipment	3	2	3

Installing software on computers	3	2	3
Using the internet, including email and search engines	3	2	3
Using equipment such as printer, copiers and fax machines	3	1	2
Troubleshooting problems with hardware, software ...	3	2	3
Inspecting equipment	3	3	2
Maintaining equipment	3	3	2
Interpersonal skills			
Relating well with others-being polite	1	2	1
Responding to concerns	1	2	1
Assisting others	1	3	1
Resolving conflicts	2	2	2
Being a team player	3	3	3
Organization skills			
Punctuality	2	2	2
Multitasking	2	3	2
Setting and attaining goals	1	2	2
Being flexible and adaptable	2	2	1
Meeting deadlines	1	1	2
Planning	1	1	2
Communication skills			
Advising	2	1	1
Using proper language	1	2	1
Instructing	3	2	2
Presenting	3	3	2
Training	2	3	3
Active listening	2	1	1
Writing and editing	3	2	3
Demonstrating Professionalism	2	1	1

2.1.4 rbz Steinburg, Itzehoe, Germany

Examples of jobs related to our secondary vocational courses.

Soft skill	Retail (Sales clerk)	Cutting machine operator	Electrician
Basic Skills			
Reading Comprehension	1	1	1
Basic Mathematical Skills	1	1	1
Willingness to learn	1	1	1
Cleanliness	1	1	1
Computer and Technical Skills			
Using computer software	1	1	1
Using job related equipment	1	1	1
Installing equipment	3	3	1
Installing software on computers	2	3	1
Using the internet, including email and search engines	1	2	1
Using equipment such as printer, copiers and fax machines	1	3	1
Troubleshooting problems with hardware, software ...	3	2	1
Inspecting equipment	3	2	1
Maintaining equipment	3	2	1
Interpersonal skills			
Relating well with others-being polite	1	2	1
Responding to concerns	1	2	1
Assisting others	1	1	2
Resolving conflicts	2	1	1
Being a team player	2	2	1
Organization skills			
Punctuality	1	1	1
Multitasking	1	2	1
Setting and attaining goals	2	1	1
Being flexible and adaptable	1	1	1

Meeting deadlines	2	1	1
Planning	1	1	1
Communication skills			
Advising	1	3	1
Using proper language	1	2	1
Instructing	2	2	2
Presenting	2	3	3
Training	2	3	3
Active listening	1	2	1
Writing and editing	2	3	2
Demonstrating Professionalism	1	2	1

2.2 What Can I offer?

Now you can do the test below in order to be aware of your weaknesses and strengths regarding transferable skills. Again, you may have a look at our catalogue and online and in-class activities to find ways to improve them.

BASIC SKILLS	What is your level?		
READING COMPREHENSION	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL
Being able to understand written instructions or newspaper articles. A necessary skill, helping you to understand its meaning (meaning of the text, the ideas the author is attempting to convey, ...). For example instructions or newspaper articles, stories and rules.			
BASIC MATHEMATICAL SKILLS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL
Doing mathematical tasks that are useful in daily life, like mental arithmetic, calculating percentages, etc.			
WILLINGNESS TO LEARN	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL

			L
<p>It expresses the human desire, cheerfully consenting or readiness to know new things and to improve yourself.</p> <p>Having an understanding about everything is impossible, but you need to have an open mind about learning more. It is important to show how dedicated and eager you are to learn more. A willingness to participate and learn is necessary to reach your goal. Nothing is impossible.</p>			
CLEANLINESS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Cleanliness is both the abstract state of being clean and free from dirt, and the habit of achieving and maintaining that state. Cleanliness is often achieved through cleaning. Being organized is also important.			
COMPUTER AND TECHNICAL SKILLS	What is your level?		
USING COMPUTER SOFTWARE	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
It's a skill involving comprehension and intuition of computer programs and the interpretation of most frequently used icons and menus that helps you to work more fluently with the computer software related to job.			
USING JOB RELATED EQUIPMENT	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
It is the interaction with the devices and materials in your work. It's not about knowing all the tools available on the market, but only those related to your professional environment, as you will need to know what its function is and how it is used in the most efficient and effective way; thus extending the life of the technical equipment.			
INSTALLING EQUIPMENT	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Most equipment devices usually have an installation manual or guide that you can even find on the provider's website. This skill talks about how we use this guides and take advantage of all the knowledge we have at our disposal.			
INSTALLING SOFTWARE ON COMPUTERS	1-4 LOW	5-8 MEDIUM	9-10 HIGH

	LEVEL	LEVEL	LEVEL
A skill that allows to install software on a personal or work-related computer.			
USING THE INTERNET, INCLUDING EMAIL AND SEARCH ENGINES	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
That consists of all the uses of the Internet (searching for information, communication, teamwork, etc.) in an efficient and safe way.			
USING EQUIPMENT SUCH AS PRINTER, COPIERS AND FAX MACHINES	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Ability of using machines like fax, copiers, etc. in the right way.			
TROUBLESHOOTING PROBLEMS WITH HARDWARE, SOFTWARE ...	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Ability to achieve the capacity to deal and solve equipment problems.			
INSPECTING EQUIPMENT TO IDENTIFY PROBLEMS, TROUBLESHOOT PROBLEMS AND REPAIR EQUIPMENT	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
With this skill, when you find a problem in the job equipment, we are able to inspect it and repair it by ourselves.			
MAINTAINING EQUIPMENT	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
To keep equipment in good condition to ensure a perfect performance.			
INTERPERSONAL SKILLS	What is your level?		
RELATING WELL WITH OTHERS-BEING POLITE	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL

			L
How do you treat people? Are you polite to your colleagues, boss, friends? Can you communicate with people without being impolite?			
RESPONDING TO CONCERNS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
When clients come with concerns or problems it's our tasks to provide them with the information they need. Can you solve their problem?			
ASSISTING OTHERS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
A similar skill to the one above. When you see people struggling, it's your task to reach out and assist them in their needs/ to achieve their goal.			
RESOLVING CONFLICTS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Resolving conflicts is a way for two or more parties to find a peaceful solution to a disagreement among them. Are you skilled enough to work through it in a polite way?			
BEING A TEAM PLAYER	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Are you a team player? Can you work together without creating conflicts? Do you utilize every strength in your team?			
ORGANIZATION SKILLS	What is your level?		
PUNCTUAL	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
If you are punctual, you do something or arrive somewhere at the right time and are not late.			
MULTITASKING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L

Multitasking is an ability to do a number of tasks or activities at the same time.			
SETTING AND ATTAINING GOALS	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Goal setting is a process that starts with careful consideration of what you want to achieve and ends with a lot of hard work to actually do it.			
BEING FLEXIBLE AND ADAPTABLE	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Being flexible and adaptable means being able or willing to change to suit and respond to changing conditions, requirements or needs.			
MEETING DEADLINES	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Deadline is the time by which something must be finished or submitted, the latest time for finishing something. Deadlines are essential for the smooth running of any organization.			
PLANNING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Planning includes the ability to determine the right way to carry out a task or reach a goal, estimate the time and effort required and resources needed and decide the right order of subtasks and develop a schedule.			
COMMUNICATION SKILLS	What is your level?		
ADVISING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
If someone needs some tips for something, you give them advice. You try to help him/her with his/her problem.			
USING PROPER LANGUAGE	1-4 LOW	5-8 MEDIUM	9-10 HIGH

	LEVEL	LEVEL	LEVEL
It is a skill that gives us the ability to communicate effectively and it makes us look respectable.			
INSTRUCTING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
When you want someone to do something you give them instructions to achieve/produce something. With instructions you can say what someone has to do and how he or she can do it to reach their goal.			
PRESENTING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Showing results of an assignment or a research to a group of people. Often supported by posters, handouts or "PowerPoint" presentations.			
TRAINING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
The action of teaching a person a particular skill or type of behaviour			
ACTIVE LISTENING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Active Listening' means that you devote your full attention to the person you are talking to and listen to him/her in a concentrated manner.			
WRITING & EDITING	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL L
Writing: Handwriting, typing, printing, photography or any other form of code or notation recorded in any medium. Editing: Selecting and revising written, audio or video material for final production.			
DEMONSTRATING PROFESSIONALISM	1-4 LOW LEVEL	5-8 MEDIUM LEVEL	9-10 HIGH LEVEL

			L
<p>To demonstrate professionalism means to use proper language, dress appropriately and always show respect and consideration.</p> <p>Show/Prove that you have dealt with a topic, have gained detailed knowledge about it and are able to tell others about it in a convincing way.</p>			

3 Local job market analysis

Being aware of the labour market situation of your area is important in order to make wise choices when seeking employment. Below you will find examples of labour market analysis in the locations of our four schools.

3.1 Labour market situation in, Valencia, Spain

Location	València on the east coast of Spain, is the capital of the autonomous community of Valencia and the third-largest city in Spain after Madrid and Barcelona, with around 800,000 inhabitants in the administrative centre. Its urban area extends beyond the administrative city limits with a population of around 1.6 million people.
Area	<ul style="list-style-type: none"> • Municipality 134.65 km² (51.99 sq mi) • Urban 628.81 km² (242.78 sq mi)
Population	<p>In 2018</p> <ul style="list-style-type: none"> • Municipality 791,413 • Urban 1,595,000 • Metro 2,522,383
Communications	According to its location València is conveniently connected to the rest of the big cities of Spain and the rest of Europe by road, train, ship and air.
Major employers	València has many employers in the city itself, airport area, sea port and in the many industrial state areas.
Economic sectors	València has many economic sectors especially the ones related to the Abastos College. Information and Communication Technologies, Transport and logistics and Commerce.
Unemployment rate	First term 2019 - 13%

Job opportunities	Despite the fact that the unemployment rate is quite high, the areas related to IES Abastos have a good rate of employment. Transport and logistics has full employment, ICT is near full employment, Commerce and Management has the 50% of success.
Sources	https://en.wikipedia.org https://www.infojobs.net https://www.lavanguardia.com Central Bureau of Statistics http://www.valencia.es

3.2 Labour market situation in Pardubice Region and Vysoké Mýto, Czech Republic

Location	<p>Vysoké Mýto is a town in the Pardubice region.</p> <p>The Pardubice region (Pardubický kraj) is situated in the eastern part of Bohemia. Part of its north-eastern border is the Czech-Polish frontier. The region's centre, the town of Pardubice, is situated 100 km to the east of the capital, Prague.</p>
Area	Pardubice is the eighth largest region in the Czech Republic. It covers an area of 4 519 square km.
Population	The region has 517,000 inhabitants, 12,043 in Vysoké Mýto.
Communications	Vysoké Mýto is only 35 km away from the region's centre and it is conveniently connected to it by road as well as the railway.
Economic sectors	The strongest industry in the region is general and electrical engineering, followed by the chemical, processing, agriculture and food industries.
Major employers	<p>Vysoké Mýto is among the smallest towns of the region but it is the seat of one of its largest employers – Iveco Czech Republic.</p> <p>Iveco Czech Republic is a bus manufacturer which replaced the traditionally largest employer in the area – Karosa company, in 1993.</p> <p>There are also other companies which manufacture components for the automotive industry in the vicinity.</p>

Unemployment rate	2.46%, while the country's average was 3.3%. (2019)
Job opportunities	<p>Unfortunately there is a big shortage of workers in the local labour market. Currently, there are over 32 900 vacancies in Pardubice Region (01/2019) and only 0.3 job-seeker for each vacancy.</p> <p>For job-seekers this means a lot of opportunities in almost every sphere of economy. Most of the vacancies are in automotive industry but also in commerce and services, especially health and social services.</p> <p>There are actually jobs for people with all kinds and levels of education – college graduates, people with technical or vocational education in electrical engineering, telecommunications, information technology, healthcare, plastics processing, technical chemistry, engineering and production of machinery, and in services, as well as the lowest educated workers.</p>
Sources	<p>1) Český statistický úřad (Czech statistical office) www.czso.cz</p> <p>2) Statistická ročenka Pardubického kraje – 2018 (Statistical Yearbook of the Pardubický Region – 2018) https://www.czso.cz/csu/czso/statisticka-rocenka-pardubickeho-kraje-2018</p> <p>3) BRNO daily e-magazine www.brnodaily.cz</p> <p>4) EURES https://ec.europa.eu/eures</p> <p>5) Wikipedia www.wikipedia.org</p>

3.3 Labour market situation in Genk, Belgium

Location	Genk is a city in the Limburg region. It is a part of Flanders, the Flemish-speaking part of Belgium
Area	The municipality of Genk has an area of 87.85 km ²

Population	A total of 66,110 inhabitants live in Genk. This means a density of 750 inhabitants /km2 .
Communications	One of the most important industrial cities in Flanders due to the presence of three coal mines and nowadays its location on the motorway E314 and the Albert Canal.
Economic sectors	Wholesale and retail commerce, social services and business services are the major economic sectors in Genk.
Major employers	Essers – A logistic company, they transport goods across Europe.
Unemployment rate	9,5% of Genk inhabitants don't have a job, this means that the unemployment rate in Genk is above Flanders unemployment rate by 3,4% (Flanders rate is 6,1%).
Job opportunities	Seller, cleaning/maintenance staff and catering personnel this are the most likely job offers that you can find on the job market right now. At this moment, there are around 3 200 jobs on the Genk's job market and around 30 000 jobs on the Limburg's job market.
Sources	<ul style="list-style-type: none"> - Arvastat : - o https://arvastat.vdab.be/arvastat_basisstatistieken_werkloosheid.htm - Wikipedia : - https://en.wikipedia.org/wiki/Limburg_(Belgium) - https://nl.wikipedia.org/wiki/Genk - https://www.vdab.be/

3.4 Labour market situation in Itzehoe, Germany

Location	Itzehoe is a small town in Schleswig-Holstein. It is about 70 km north of Hamburg.
Area	Steinburg: 1,056 km ² , Hamburg: 755.2 km ²
Population	Kreis Steinburg: 1,300,000, Hamburg: 1,830,670 (Nov 2017)
Communication	Itzehoe is the most important city in the region Kreis Steinburg and it is well connected by road and train.
Major employers	Hamburg: Airbus, Otto, Asklepios, Uni Klinik Eppendorf, Lufthansa, Deutsche Bahn, Deutsche Post, EDEKA, Hamburger Sparkasse

	<p>Itzehoe/Kreis Steinburg: Klinikum Itzehoe, Klarsicht Glas- und Gebäudereinigungs GmbH (service industries), Sparkasse Westholstein (finance), Itzehoer Versicherungen (insurance), Sterling SIHI GmbH (engineering, machines), G. Pohl-Boskamp GmbH &Co. KG (industry/pharma),</p>
Economic sectors	<p>Schleswig-Holstein's business landscape is diverse, constantly on the move and shaped by Germany's famous Mittelstand, the small to mid-sized enterprises (SMEs). In fact, 99% of the approx. 129,000 companies in Schleswig-Holstein are SMEs with less than 250 employees. SMEs are not just the biggest and most diverse segment of the Schleswig-Holstein economy, they are also the motors of growth and jobs. The few large-scale corporations there are in Schleswig-Holstein could not prosper or even survive without SMEs as suppliers and service providers. One characteristic feature of our Mittelstand is its creativity and innovativeness. Ever-more complex customer requirements, changing economic fundamentals and increasing globalisation are increasingly making greater demands on companies' products or services. And it is here that the Mittelstand is constantly providing proof of its flexibility. Several Schleswig-Holstein companies are world leaders in their specific field.</p> <p>Schleswig-Holstein has several standout sectors with great future promise and development potential:</p> <ul style="list-style-type: none"> ● Digital economy ● Life sciences ● Logistics ● Maritime economy ● Mechanical engineering ● Renewables ● Tourism/hotels ● Wind energy <p>(Source: https://wtsh.de/strong-sectors/?lang=en)</p>
Unemployment rate	Schleswig-Holstein: 6,3 % (January 2018)
Job opportunities	At the moment there are almost 3000 full-time jobs available in and around Itzehoe.
Sources	<p>https://www.kimeta.de/arbeitsamt-itzehoe</p> <p>https://wtsh.de/strong-sectors/?lang=en</p>

4 First steps in looking for a job

4.1 Valencia, Spain

Official agencies
<ul style="list-style-type: none">• www.sepe.es The Spanish National Employment System is the set of structures, measures and actions necessary to promote and develop employment policy throughout the State.• www.labora.gva.es/va/ciudadania The Valencian Training and Employment Service is the set of structures, measures and actions necessary to promote and develop employment policy in the whole of the Valencian Country.
Websites
<ul style="list-style-type: none">• www.infojobs.net• www.indeed.es• www.tecnoempleo.com• www.beebe.com• www.infoempleo.com• www.trabajos.com• careers.google.com
Social networking sites
<ul style="list-style-type: none">• www.linkedin.com
How to contact these resources

- Go to the websites where you find the ways to contact the given agency or resource (telephone number, email address, contact form etc.) on some of them you have to create a profile or register.
- The labour office of regional governments in Spain have contact points in each city. Agencies are to be contacted in each city through the webpage or at the very office.

The CV

[Link to Europass CV models](#)

4.2 Vysoké Mýto, Czech Republic

Official agencies

The Labour Office of the Czech Republic:

<https://portal.mpsv.cz/upcr>

Websites

Employment agencies:

www.personalniagentury.cz (a website integrating 68 employment agencies)

www.dobraprace.cz

www.jobs.cz

Social networking sites

www.linkedin.com

How to contact these resources

- Go to the relevant website where you can find the ways to contact the given agency or resource (telephone number, email address, contact form etc.).
- On some of the websites you have to create a profile or register.
- The Labour Office of the Czech Republic has regional branches that have further contact points in smaller towns and municipalities throughout the country. You will find their seats on the Internet.

The CV

[Link to Europass CV models](#)

4.3 Genk, Belgium

Official agencies

- www.vdab.be/
- www.genk.be/werkstation
- www.actiris.be/
- www.leforem.be/
- www.adg.be/

Websites
<ul style="list-style-type: none"> - www.vacature.com - www.references.be - www.orbem.be - www.arbalet.com - www.jobstoday.be - www.adfinder.be - www.megajobs.be/vacatures - www.arbajob.be/vacatures - www.jobkanaal.be - www.carriereswitch.be
Social networking sites
<ul style="list-style-type: none"> - www.monster.be - www.stepstone.be - www.jobat.be - www.linkedin.com/
How to contact these resources
<ul style="list-style-type: none"> - go to the websites where you find the ways to contact the given agency or resource <ul style="list-style-type: none"> o (telephone number, email address, contact form etc.) o on some of them you have to create a profile or register - the Labour office of regional governments in Belgium have local contact points in each city - low threshold agencies are to be contacted in each city (even through social media)

- (for instance Genk: www.genk.be/werkstation)

The CV

[Link to Europass CV models](#)

4.4 Itzehoe, Germany

Official agencies

The most important service is provided by the **Bundesagentur für Arbeit**:

<https://www.arbeitsagentur.de/privatpersonen>

Websites

<https://www.arbeitsagentur.de/privatpersonen>

<https://www.stellenangebote.de>

www.stepstone.de

www.jobworld.de

<https://de.indeed.com>

www.monster.de

www.xing.com

Social networking sites

www.xing.com

How to contact these resources

- Go to the relevant website where you can find the ways to contact the given agency or resource (telephone number, email address, contact form etc.).
- On some of the websites you have to create a profile or register.
- The “Arbeitsagentur” helps with finding a job. They have offices in every big town.

The CV

[Link to Europass CV models](#)

5 Your job seeking profile in social networks

Social Media



5.1 General information

The major leaders in social media are

- Facebook
- Snapchat
- Instagram
- Youtube

Almost 8 out of 10 young people use these social media (Facebook, Snapchat, Instagram, ...).

5.2 Tips



5.2.1 Create friends lists

- Setting up your privacy settings without working with friends lists is not really possible. A friends list contains a number of friends that you can or do not have to give access to some of your personal information.

5.2.2 Share certain messages and photos only with your friends

- Do you post very personal, political, negative, complaining, insulting or funny information? Do not take any risks and indicate in your privacy settings that only your friends can see them. This way, you don't run the risk that your future employer will get a negative image of you.

5.2.3 Protect your photos

- For each photo album, you can set who can view those photos. This is handy if you don't want the wrong people to see your personal photos.

5.2.4 Secure your mobile number

- Your mobile number doesn't have to be online, does it? Maybe not. If you set it clearly that only your friends can see it, you can actually put your mobile number on your Facebook.

5.2.5 See how others view your profile

- Have you set everything up correctly and want to check what your contacts can see exactly from your profile? That is also possible.

5.2.6 Keep your profile picture decent

- There is nothing wrong about a photo from your private life: employers look at your Facebook just because they want to get an idea of how private you are.. What's important is that you keep it decent: make sure you don't look half-naked or drunk.

5.2.7 Check your timeline

- Remove inappropriate messages (racism, sexism, swearing, language errors, negative or offensive statements). Ask friends to remove inappropriate messages about you.

5.2.8 Like pages from companies that interest you

- Most companies publish their new vacancies on their pages. Indicate that you want to be kept informed of every update on the page. This way you know immediately when there is a new vacancy.

5.2.9 Check if there are any groups around your profession and join them

- These groups regularly post interesting vacancies.

So let's start and secure your profile!



Powtoon for social media use in job seeking

<https://youtu.be/65-fdjtjWBc>

6 What to do to be successful at a job interview

6.1 Before the job interview

- Prepare very well:
 - Research information about the company you are applying at. Study their website.
 - What products does the company sell?
 - What's their target group? (Who are their customers?)
 - Where/How do they sell their products?
 - What are their competitors?
 - Research information about the job you are applying for, e.g.
 - What will be my tasks in this position?
 - What skills and personal qualities are necessary for this job?
 - Prepare answers to the most common interview questions.. Common questions are:
 - Tell me about yourself. (What relevant experience/personal qualities do you have?)
 - Why do you want this job?
 - What are your strengths and weaknesses?
 - Ask your family or friends to practice with you and give feedback.
 - Know the name of the interviewer!
- Plan ahead:
 - How long will it take to get to the interview? It is important to plan an extra few minutes in case something goes wrong. Depending on how long the way to the interview destination is.

- Think of what you want to wear beforehand. Keep in mind that you have to look professional, your clothes have to be clean and wrinkleless.
- Make sure that you shower, brush your teeth and eat something beforehand.

6.2 During the interview

- Be on time
- Give a firm handshake
- Remember to use proper language
- Your body language is very important, try to look confident
- Don't ask inappropriate questions that make you look bad, be decent on salary questions
Say everything you know, this is not considered bragging
- Be polite
- Listen actively and answer as best as you can
- Don't be too nervous, if you are well- prepared there is nothing to be nervous about

6.3 After

- Say goodbye politely
- Express that you will be happy to hear from the company soon and that you would really like to become a part of their team
- Thank the interviewer for the interview and their time

7 Curriculum Vitae and cover letter; a video CV

7.1 How to write a CV/Resume and cover letter

When applying or looking for a job, you have to send the potential employer a CV (Curriculum Vitae) or Resume accompanied by a cover letter.

7.1.1 What to include in a CV

- **personal information:** your full name, address and contact details
- **work experience:** current + previous jobs, internships, part-time or summer jobs, volunteering
- **education and qualifications:** finished school education beginning with secondary education, courses, training, certificates
- **personal skills:** languages, soft skills (e.g. communication, organisational etc.), digital competences, other skills (driver's licence, musical instruments, art, sports, ...)
- **additional information:** e.g. references or interests/hobbies

A CV/Resume should be **chronologically structured**. When you mention your education/qualifications, work experience or previous jobs, **start with the current or most recent**.

There are many examples and templates of CVs available online that can help you to write a good CV.

Use for example the Europass CV online editor. See link below.

<https://europass.cedefop.europa.eu/editors/en/cv/compose>

7.1.2 What is a cover letter

A cover letter is a single-page letter that you include with your job application.

A cover letter enables you to

- highlight your skills and experience needed to do the job you are applying for
- draw the potential employer's attention to your strengths
- show your motivation and interest in the particular job or position
- encourage the reader to read your CV
- ask for an interview or a meeting

You can have a look at an example here: <http://www.europass.cz/wp-content/uploads/MD-%C4%8C%C3%AD%C5%BEek-anglicky.pdf>

Then use the Europass cover letter online editor to write your own:

<https://europass.cedefop.europa.eu/editors/en/cl/compose>

7.2 Video CV / Video resume

7.2.1 What is a video CV/resume

- a short video created by a candidate for employment
- it highlights or/and demonstrates important skills and abilities that cannot be demonstrated in a paper CV

7.2.2 Perfect video CV/resume tips

- **Be professional:** Use quality film equipment, dress properly, use proper language, choose a suitable film location.
Do not improvise! Prepare a script. But do not read from the script either.
- **Give only relevant information:** Introduce yourself and say why you are the right person for the position. The main points to express in the video are what you'll provide the company and your major goals.
Give or show concrete examples of what you can do.

Include contact details.

Keep the video short – up to 90 seconds.

- **Be creative:** A video CV/resume is your chance to express your personality and catch the employer's attention, so stand out from the crowd and make a deep impression!
- **Rehearse, try, check and redo:** Try to film yourself several times and check your expression, body language, gestures and eye contact with the camera. Do not read from the script! Make sure you look natural and agreeable, speak clearly and slowly and loudly enough. Also, ask your friends and family to watch your video and make changes according to their comments.