
Job Hunting

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But before start your job hunting, you need to:

1. Select what kind of work interests you.
2. Think about your good character traits and skills, which can be useful for this job.
3. Think about your experience, which could help you in the future.
4. Think about what can you do.
5. Prepare your resume and CV.
6. Be creative!



CV:

1. Name, surname, contact information
2. Education
3. Job experience
4. Skills
5. Personal quality
6. Recommendations



Resume:

- The first and second name
- Address and contact details
- The name of the job and the reason to work in this company
- Skills
- Education and professional training
- Career highlights
- Community involvement



The next stage:

7. View all of the vacancies on the Internet and newspapers.
8. Choose a few vacancies that you liked.
9. Prepare your cover letter.



Cover letter:

Writing a Covering Letter

- Together with your CV it is usual to send a **covering letter**.
- Job advertisements often need a covering letter to **highlight the applicant's best qualities**.
- This covering letter needs to tell the person you are sending it to **why they should read your CV**.



And the last waiting for answers.



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