

Looking for a new job

Research a job you are interested in.

- Collect interesting job adverts. Make a list of the skills you will need.
- Find out more about the job.
- Find out about some companies that you are interested in.
- Write a description of the job you want.
- Put all the information you have collected into a special folder.



Tip:

Key the name of your industry into a search engine. Add other key words such as technician, job, career.

Example: Construction Industry: structural engineer, quantity surveyor, site manager, architectural technician, etc.

Write your CV

Write your CV. You can refer to Europass CV.

Europass CV:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/examples>

Europass CV advice and instructions : <http://europass.cedefop.europa.eu>



Prepare for a job interview. Write notes in answer to these questions about a job you would like to apply for.

- a) Why do you want this job?
- b) What skills will you bring to this job?
- c) Why do you want to leave your present job?
- d) What questions would you like to ask the interviewers?

Role play the job interview

Role-play a job interview. Take turns to be interviewed by the rest of the group.

The interviewers can make a note of whether they think the interviewee should get the job. When they've finished, find out which students have been offered a new job.

