

How to seek a job

START SEEKING

- 1.** Write a good CV. Also make a short introduction video about yourself.
- 2.** You should search for jobs on multiple forums. Seek the Internet, ask your friends and acquaintances. Find out about jobs offered through temporary work agencies. Don't forget hidden jobs, i.e. positions that are not publicly open.
- 3.** Be active! Apply for multiple jobs!

APPLY

- 4.** Before you apply, familiarize yourself with the work place thoroughly.
- 5.** If there is an electronic application form, fill it in. Answer all its questions.
If necessary, write a free-form covering letter (max. 1 page)
Ask a friend of yours to read it before sending it.
- 6.** If it is mentioned in the job advertisement, call the enterprise and ask for more information about the position.
- 7.** Arrive on time. Make a good first impression.

IF YOU ARE NOT HIRED

- 8.** Don't give up! Keep searching!



- 1. A good CV or resumé** includes your contact information, photo, educational background, work experience, possible hobbies and positions of trust, your own strengths as an employee, your referees, special skills, and language skills. In Canva.com service, there is a well-working, cost-free CV template for a written CV. An appropriate length for a video-CV is approximately one minute, and you can use your own smartphone to shoot it. One camera shot is enough, but you should rehearse it beforehand and be confident. With the help of a video, you can reveal more about your personality. The first 10 seconds are the most important, because during that time you can catch the viewer's attention.
- 2. Job announcements can be found on multiple forums.** When you start your job search, familiarize yourself with the website of TE-services (i.e. public employment and business services, TE-palvelut). You can search for work announcements surfing the websites and FB-pages of enterprises that interest you. You can also register as a job seeker at different temporary work agencies, who can then seek jobs suitable for you. It is also worthwhile to tell your friends and acquaintances that you are seeking a job. It is also possible to send open applications to enterprises, even if they didn't have any open positions at the moment. In an open application, you should convince the employer that they need you. Write your open application with care!
- 3. Apply for multiple jobs at the same time!** Don't keep waiting for replies; instead, have multiple applications underway. However, remember that your applications should always be targeted at the specific job for which you are applying.
- 4. Familiarize with the job beforehand.** It tells about your motivation. Search the Internet to find information about the enterprise. You can even search information in Kauppalehti enterprise information service.
- 5. A good covering letter is brief, clear and to-the-point.** In your covering letter, remember to tell which job you are seeking and who you are. Describe your skills and explain why you would be a good candidate for the job. Motivate the employer to invite you to an interview. Quite often, job seekers are requested to use an electronic application form. Fill in the application form carefully: remember to reserve enough time and a peaceful place to do this.
- 6. Call the employer and ask for additional information.** Call the employer, if the telephone number and time are mentioned in the job announcement. When you call, introduce yourself clearly and tell why you are calling. Remember to make sure that you are talking to the right person. Ask whether they have received your application. Prepare for the phone call beforehand with some questions you want the employer to answer. By posing questions, you show that you are active and interested!
- 7. When you are invited to an interview,** prepare for it carefully. The interviewer might ask about your previous work and duties. Another typical job interview question is why you are applying for this particular job. Be prepared to tell about your strengths and weaknesses. Prepare for the interview beforehand with some questions you want the employer to answer.
- 8. A job interview is an important opportunity.** Remember to be on time for the interview and dress accordingly. When you meet the interviewer, shake hands briskly and look him/her in the eye to make a good first impression. During the interview, be yourself and emphasize your strengths. Answer the questions properly and gladly. Show you are active by posing questions yourself! Take all the necessary work and school certificates with you to the interview.
- 9. If you are not hired, don't give up!** An active job seeker has many applications underway! New positions are opened all the time – it is worthwhile to keep positive and be persistent with your job search!