



Facework



FACE. WORK

Session 5

SKILLS

TO SUCCEED

# RESOURCES

## Effective Job Search

SELF-MANAGEMENT	Target	Need help	OK	Impending	Mastered	Score
Managing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearing smart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handling emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	=
Managing finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	=
<b>TOTAL</b>						

”





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*Getting a job is a **JOURNEY**.*

*Make friends and recognize your skills!*

Elena Draganova



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## Change profession

*Think about your **transferable skills** when you want to change your profession*

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## CVs

*You can have a few CVs when looking for a job, **adapting your CV** to possible vacancies.*

*You prepare different letters each time, depending on **the employer's needs**.*

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## **Interview**

*Think about your weaknesses when you **prepare for an interview.***

*When you say something negative about yourself you need to flip quickly to **make it positive.***

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## **Interview**

*There is one simple question during each interview: **"Tell me about yourself"**. You need to be prepared for these questions. Think about it carefully, especially when talking to a certain employer.*

*Do not take any rejections personally!*

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## Interview

*Think about the option to record yourself and receive your **feedback** - there are such resources available.*

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## Applications

*Keep a record of all the applications that you have sent.*

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## Statement of Comparability

**UK ENIC** - agency for qualifications  
accreditation in the UK.

[www.enic.org.uk](http://www.enic.org.uk)

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### **Good start**

***Apprenticeship*** - is a good option to learn and receive experience.

***Volunteering*** always gives you new skills, there are options in councils, private companies, and charities.

Elena Draganova