

Job Hunting Workbook

Thank you
very much
and goodbye!





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Job Hunting Workbook

The main aim of the project was to assist young people in their transition to work or post-primary education.

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Editors: VaSiTe project career advisors; Hannu Laine, Kirsi Mäkinen, Okko Tuominen

Translated: Multidoc

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1. Your starting point

The following task will help you think about your personal qualities,skills, education, interests and work experience.

Who am I

Describe yourself. Tell something about your personality and other qualities.

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Schools and other studies

Which schools have you attended? When did these studies take place?

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Have you completed any other courses?
(such as the Food Hygiene Proficiency Certificate, Occupational Safety Card, courses related to hobbies, school or voluntary work)

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Hobbies and free time

What do you do in your free time?	What have you learned in that hobby?

Positions of trust and responsibility

Have you served in a position of trust or responsibility at school or in your hobbies?
(for example, as a tutor at school, a coach for a football team, or participation in organisational/club activities)

What positions have you held and when?

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Language skills

(evaluate the level of your language proficiency: excellent, good, satisfactory, basics)

Oral communication skills		Written communication skills
Native language		
Finnish		
Swedish		
English		
Other, what		

Computer skills

Which of the following do you use and for what purpose? (for example, Word: school assignments)

Office software (such as Word, Excel, PowerPoint, Outlook)	
Social media (such as Facebook, Twitter, Instagram)	
Other software and computer skills daily use and interests	

Professional skills

Write down your work experiences and practical training in the table below.

Work / training place, job title	Work period	What types of tasks did your work include?



2. Skills and qualities

Consider your skills and qualities.
Check the boxes next to the skills and qualities that you have.

Which of the following skills would you like to use in your job?

- ☐ musical skills
- ☐ understanding of technology
- ☐ crafting skills
- ☐ mathematical skills
- ☐ writing skills
- ☐ social skills
- ☐ language proficiency
- ☐ organisational skills
- ☐ physical skills
- ☐ customer service skills
- ☐ IT skills
- ☐ sales and marketing skills
- ☐ negotiation skills
- ☐ problem-solving skills
- ☐ teamwork skills

How would you like to interact with other people?

- ☐ nursing and providing assistance
- ☐ teaching
- ☐ providing advice or guidance
- ☐ selling products or services
- ☐ working in customer service
- ☐ protecting or monitoring
- ☐ working in a group
- ☐ working independently
- ☐ performing
- ☐ using your crafting skills

Other qualities

- ☐ active
- ☐ considerate
- ☐ independent
- ☐ competitive
- ☐ spontaneous
- ☐ thoughtful
- ☐ talkative
- ☐ calm
- ☐ creative
- ☐ original
- ☐ musical
- ☐ artistic
- ☐ cooperative
- ☐ good situational awareness
- ☐ good listener
- ☐ helpful
- ☐ compassionate
- ☐ good leader
- ☐ good teacher
- ☐ good at performing
- ☐ determined
- ☐ interested in being influential
- ☐ goal-oriented
- ☐ demanding
- ☐ good at solving problems
- ☐ prefers independent work
- ☐ takes the initiative
- ☐ careful
- ☐ persistent
- ☐ methodical

3. How and where to find a job

Find information about following ways to get employed.

1. **Vacancies:** mol.fi, oikotie.fi, monster.fi, duunitori.fi
2. **Social media:** Facebook, Twitter, blogs
3. **Practical training / work try-out / pay subsidy**
4. **Newspapers/magazines**
5. **Recruitment agencies**
6. **Jobs on the hidden job market**
7. **Personal contact network**
8. **Temporary posts**
9. **Apprenticeship**
10. **Starting your own business**
11. **Recruitment fairs**

Notes:

4. Your Contact network

When hunting for a job, the following people might be able to help you:

- your family and relatives, i.e. parents, brothers, sisters, uncles, aunts, grandparents, cousins, girlfriend/boyfriend, your spouse and their networks
- friends
- neighbours
- friends from hobbies, other members of clubs and associations
- friends from school
- teachers and trainers
- people from your workplace or practical training placement

List people who can help you in your job hunting:

Contact the people on your list and ask them the following questions:

1. Do they know of any vacancies at their own workplace or elsewhere?

2. Who should you contact to get more information?

5. Calling an employer

This task lets you practice making a call to an employer. Plan a short phone call to an employer. Ask if it would be possible to do practical training or get a job at the company.

1. Introduce yourself and tell the reason why you are calling.
2. If you don't know who is in charge of hiring new employees, ask to speak with the person in question.
3. Ask whether now is a good time to call.
4. Prepare a list of questions before making the call.
5. Present yourself in an interesting way and demonstrate your interest towards the job.
6. Briefly tell about your prior work experience.
7. State your reasons for applying for the job and what you know about the workplace.
8. Tell the employer briefly about yourself

An example of a conversation between an employer and a person interested in a job:

- Company A, Sally Supervisor speaking.
- Good afternoon, my name is Alan Applicant. I am calling because I am interested in doing practical training in the cleaning industry at your company. Who could I talk with regarding this matter?
- I am in charge of the practical training at our company.
- Alright. Do you have a moment to talk?
- Yes, I do. Please tell me why you are interested in the cleaning industry and briefly tell me something about yourself.
- I am interested in working as a cleaner, as I like working with my hands and I would like to complete a Vocational Qualification in Household and Cleaning Services in the future. I am 23-years-old and I currently participate in integration training for immigrants, which includes a practical training period. My interests include football.
- Sounds good. Can you come to our office tomorrow at 2pm, so that we can talk more?
- Yes, that's fine.

- Great, I'll see you tomorrow then.
- Alright, thank you and goodbye.
- Goodbye.

6. Sending an e-mail to an employer

This task lets you practice sending an e-mail to an employer. Plan an e-mail in which you ask if it would be possible to do practical training or get a job at the company.

1. Write down which job you are interested in or which industry's practical training you are applying for.
2. Why are you interested in working at the company in question?
3. Tell the employer something about yourself: your prior work experience, education, skills and expertise, interests.
4. State that you would be happy to come for an interview. You can also say that you intend to call at a later time.
5. Write down your contact information at the end of the e-mail.
You can attach your CV and a job application to the e-mail.

An example of an e-mail asking for work:

From: allan.applicant@gmail.com
Sent: Thursday, November 13, 2014 8:07 AM
To: Sally Supervisor
Subject: Job Application, Cleaner

Hi,

I am interested in doing practical training at your company. I currently participate in integration training for immigrants at Turku Adult Education Centre. The training includes a practical training period. I am a 23-year-old resident of Turku, and I like working with machines and doing manual work. I am used to working at a fast pace.

I have previously worked in agriculture and my duties included operating a tractor. I intend to get a category B driving licence in the near future. In my free time, I play football, which has taught me about teamwork.

What is your situation now and in the near future? I would love to hear about the practical training opportunities available at your company, and I will contact you by phone within the next few weeks.

Best regards,
Alan Applicant

E-mail: alan.applicant@gmail.com
+358 (0)40 123 4567



7. A company you are interested in

Learn more about a company you are interested in and find out the following information:

The name of the company	
What type of company is it?	
What types of positions does the company offer?	
Contact information (phone number, website, address)	
Why are you interested in the company?	

What is the company's business idea, vision or values?	
What products/services does the company provide?	
What is the size of the company?	
What is the target group of the company?	
Does the company have a Facebook page? What information can you find there?	
Does the company have its own recruitment page? Does this page contain information about vacancies, for example?	



8. Curriculum vitae (CV)

State your qualifications briefly and in the form of a list: your work experience, education, language skills, computer skills, positions of trusts, and interests. You can also add a photo.

Your name
Street address
Postcode and town/city
Phone number / E-mail
Date and place of birth
Driver's licence

CV

day/month/year

[A short description of yourself]

Education:

Postgraduate education/further training/courses:

Work experience:

[Workplace]	[position]	[work period]
[Workplace]	[position]	[work period]
[Workplace]	[position]	[work period]

Language skills:

[Language]	[oral]	[written]
[Language]	[oral]	[written]

Computer skills:

Positions of trust:

Interests:

References:

CV

Alan Applicant
Hakijakatu 4, FI-20100 Turku
+358 (0)40 123 4567, alan.applicant@gmail.com
1 January 1991

Education:

Integration training for immigrants, Turku Adult Education Centre, 1/2013–12/2013
Upper secondary school, Germany, 4 years
Comprehensive school, Germany, 8 years

Postgraduate education/further training/courses:

Occupational Safety Card, Turku Adult Education Centre, 2013

Work experience:

Company A Ltd	Office cleaner, practical training	8/2013–10/2013
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My job description included cleaning office rooms and facilities for employees. I vacuumed, dusted and washed floors, desks, window sills and stairs.

Language skills:	(oral)	(written)
German	native language	
English	good	good
Finnish	basic	basic

Computer skills:

Ms Word: basics, e-mail: basics

Interests:

Football

References:

Sally Supervisor, Cleaning Manager, Company A Ltd, +358 (0)40 222 2222



9. Job application

Submit a job application to the employer of your choice in accordance with the instructions below.

Alan Applicant
Hakijakatu 4
FI-20100 Turku
+358 (0)40 123 4567
alan.applicant@gmail.com

JOB APPLICATION

13 November 2014

Company C
Simon Supervisor
Yrityskuja 12 A 12
FI-20100 Turku

Write the employer's contact information below your own contact information.

Cleaner

Write the position you are applying for as the title of the application.

I am applying for work as a cleaner. I am interested in the position, as I have prior experience of working as a cleaner and I really enjoyed my work. I would like to complete a Vocational Qualification in Household and Cleaning Services in the future.

In the first paragraph, state the reasons why you are applying for work at the company in question and why you are interested in the position. Tell the employer what motivates you. The purpose of this paragraph is to pique the employer's interest.

I am a 23-year-old resident of Turku. Last year, I completed a practical training period as an office cleaner at Company A, and the work sometimes required me to work at a fast pace. My job description included cleaning office rooms and facilities for employees. I vacuumed, dusted and washed floors, desks, window sills and stairs. I received positive feedback for carrying out my work carefully and promptly. I also received positive feedback for my customer service performance from customers as well as my supervisor.

An application generally consists of two actual paragraphs:

- Briefly introduce yourself and your background.
- Write down what types of skills and qualities you possess that are needed in the job.
- Tell what kind of employee you are and how you work alone/in a team. You can also say something about your personality.

I have played football for several years and I know how to work in a team. Keeping fit is also important to me.

I would like to come for a job interview so that I can discuss the position of cleaner in your company in more detail.

In the concluding paragraph, state that you would like to come and discuss your work opportunities with the employer. If the employer has asked you to provide a pay request, include this in this paragraph.

Best regards,
Alan Applicant



10. Job interview

Prepare for the interview in advance and think of answers to the most frequently asked questions.
Also think about what you would like to ask the employer regarding the job description or the company.

Practice answering the questions below alone or with a partner.

1. **Tell something about yourself?**
Focus on the knowledge, skills and expertise that are relevant to the job you are applying for.
2. **What do you know about the company/workplace to which you are applying?**
Visit the company's website and learn more about the company's operations.
Find out what type of company you are applying to.
3. **Why are you applying for this position in particular?**
Here, you should bring up what you know about the workplace.
You should also tell why you are interested in this position and company in particular.
4. **What are your strengths?**
Everyone has strengths and areas that require development.
You should bring up the aspects of your education, work experience, interests and personality that are relevant to the job you are applying for.
5. **What are your goals for the future?**
Is this work or industry relevant to your goals for the future? If it is, tell this to the interviewer.
Also tell the interviewer if you would like to gain more work experience and learn more about a new industry.
6. **What type of team player are you?**
Describe how you act in group situations.
7. **Tell about your language skills?**
If you mention in your application that you are proficient in languages, your language proficiency may also be tested during the job interview.
8. **What is your greatest success?**
Your greatest success can be related to work, studies or your private life.
The most important thing is that you explain why this particular success is important.

9. **Is there anything about your state of health that may affect your ability to work?**
If you have an allergy or illness that may affect your ability to work, discuss this with the employer in advance.
10. **What interests do you have? How do you spend your free time?**
Tell about the hobbies you participate in and what you do in your free time.
These tell the employer more about you and what you are interested in.
11. **Why should the employer choose you?**
Demonstrate your interest towards the employer and the position.
Discuss your skills and strengths.
12. **What is your pay request?**
Familiarise yourself with the collective agreement for the industry you are applying to.
The collective agreement outlines the wages in the industry.
13. **What would you like to ask us?**
Before the interview, prepare a few questions that you can ask the employer.
The questions may relate to the position or the company, for example.

Job Hunting Workbook for Immigrants

A woman with red pigtails and a blue bow, wearing a blue and white striped shirt and a red tie, is looking through a gold telescope. The background is a textured orange and yellow surface with white clouds and orange splatters. The title 'Job Hunting Workbook for Immigrants' is written in a black, cursive font at the top.

Notes:

[illegible]

Job Hunting Workbook was produced by the VaSiTe project. The project ran in the Turku region from 2011 to 2014, and its main aim was to assist young people in their transition to work or post-primary education. It was financed by the European Social Fund, the Southwest Finland Centre for Economic Development, Transport, and the Environment, and the City of Turku.