

## **Introduction – how to go about finding the right job for you.**

Career guidance and choosing the right job for you can be difficult. Deciding what type of job to go into and what skills and qualifications you will need can often be confusing.

The following tools can help you to think about your own interests and abilities. There is not "one" right job for you. There is certainly not only one "good" profession. And in today's competitive world of work you will need to continue and learn to develop throughout your working life.

Choosing what type of job and how to enter the world of work is nevertheless important.

A good start in a suitable job makes a lot of things easier. But it is necessary to know your own interests and abilities and to match these with vacancies that exist. Most young people but also adults have difficulties with making career decisions. To examine your own strengths and weaknesses is not easy. Therefore you should look for some support not only now but throughout your working life as your careers progresses.

The following tools are a useful start and can help you bridge the gap between school/college and work.

Start by looking at your own strengths and weaknesses. Be self-confident and ask advisers about their own skills and training. You will be entering into a commitment with the adviser, so you must also be pro-active and committed to the process.

It is also important to approach different types of advisers. Not only professional advisers but also friends, parents, teachers, relatives can help. And: there is also possibility on the internet page [www.leonardomentoring.org](http://www.leonardomentoring.org) to ask questions anonymously, without obligation even if you think it may be a silly question. Don't be afraid to ask.

The website can help with the following tools:

- The Portfolio section gives guidance on how to develop a portfolio (an "education and professional folder") which can be a summary of your achievements to date. Here everything is documented on your individual abilities, know-how, competences, interests, skills, ... Not only the formal training (qualifications) are important but also experiences outside school and further education. These informal qualifications may be more important to an employer than your certificates. Officially qualifications are easier to prove, but it is also important for employers to recognise your informal skills and competencies.
- For this task the curriculum vitae (C.V.) sample can be used. The C.V. presents not only "hard" facts. You have to think also about your "soft skills" (e.g. social interests, reliability, hobbies) and to present them. They are at least as important in a job as having the necessary technical skills. The instructions and the example helps you to complete this in an easy way.
- To define your aims, to find your strengths and weaknesses and to document your progress, the tool ,“Self Assessment Progress Checklist - Self-Analysis” offers a good start. This instrument should be used first before completing the C.V. and Portfolio.

The second step in finding the right job for you after self-analysis and developing your Portfolio and C.V. of your own is to find out about what jobs are available. Colleges, Connexion offices, labour market agencies ([www.arbeitsagentur.de](http://www.arbeitsagentur.de)) and the chambers (Handwerkskammer) or trade corporations offer support. It should not be a problem to find the addresses. Search engines (such as Google) can be used to access this information

The third step should always be undertaking a work placement. This will enable you to try out a particular job to see if it the right job and the right company for you. But only one work placement is probably not enough. You may want to look at several different job options and companies. Don't be afraid of being rejected. If you are able to demonstrate to a company that you are prepared for the challenges of a particular job, then you will mostly be given a chance. The best way to convince a potential employer is through an interview with them, but it is also possible to succeed with a well worded letter of application and C.V.

Don't forget, our professional advisers are on hand at [www.leonardomentoring.org](http://www.leonardomentoring.org) to help with any questions you may have.

Good luck!