



UNIVERSITAT
POLITÉCNICA
DE VALÈNCIA

CAREER NOTEBOOK

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Get Started

How to use this booklet

We believe that you benefit the most from this booklet by completing the proposed tasks. Start working with it as soon as possible instead of waiting until graduation day. You may also choose to use the booklet according to your needs and the time available to you.

If you are applying for a job with a deadline in a few days then jump directly to the paragraphs about CV and motivation letter structure and quick tips.

Going for an interview tomorrow? Relax! And jump to the paragraph "The Job Interview"!

If you are not in a hurry, start from the beginning, because first points can help you to make better decisions and focus you in the recruitment process. The paragraph "Grow your professional network" helps you to show your profile to companies and professional contacts.

If you want to build your future, work on it.

When the booklet is relevant?

Use it when:

- Seeking a student job, an internship or the first job after graduation.
- Needing guidance in writing targeted CVs and motivation letters.
- Growing your professional network
- Wishing to clarify your competencies.
- Preparing for a job interview.
- Seeking Project collaboration

This book consists of three parts:

Part I:

Helps to clarify your aspirations, motivations, skills and experiences, define your career goals and make the necessary steps to reach them.

Part II:

Provides how-to-do tips and ideas concerning CVs, professional networks, motivation letters and job interviews.

ANNEX:

Provides you a final evaluation sheet as well as useful links.

Need more guidance?

<http://www.sie.upv.es>

Keep an eye out for these icons



Tasks to be completed



Additional tips and ideas



PART I: Preparation

1. The Process of Job Seeking - Step by Step

1

Clarify your
values and
wishes

This notebook guides you through the eight steps encouraging you to take action by following tips, advices and completing the suggested tasks

Steps 1 and 2 in the job seeking process are to create an overview of your interests, skills, motivations, experiences and goals. They are developing the self-awareness required to describe and sell yourself successfully in CVs and motivation letters and during job interviews. This is why we want you to work through the many relevant questions in this booklet.

Steps 3 and 4 encourage you to search relevant companies and help you to approach.

On **Step 5** the focus is back on you: define your job goals and make a plan to reach them.

Step 6 shows the importance of building a good professional network and creating your LinkedIn profile.

On **Step 7** you finally get to the fun but difficult part: writing CVs and motivation letters.

In order to learn from the process: evaluate it in the **Step 8**. Consider your progress over time, understand what you did to move it forward, celebrate your progress, and find out what still need to do.

2

Identify your
knowledge and
skills

3

Research
relevant
companies

4

Select
companies
you want to
approach

5

Set short
and long
term goals

6

Build your
network up

7

Apply

8

Evaluate the
process



2. What Motivates Me?

Guideline: Consider your motivations and job aspirations. What helps you to enjoy working? Return to this page every now and then to update and re-evaluate your motivations and priorities.

1. Tasks I want to perform in my daily work:

(Ex: planning goals, manage bussiness, give advice or teaching others, investigate, design, repair or design tools, work in a lab, work in the field, programming ,create artistc projects, manage people or resources etc).

a _____

b _____

c _____

d _____

e _____

2. Working style that makes me thrive:

(Ex: working alone/in a team, to work as a free-lance, set my own deadlines, many tasks at the same time, etc).

a _____

b _____

c _____

d _____

e _____

3. Workplace conditions that make me happy:

(Ex: close to work/work abroad, formal/informal work enviroment, salary, flexible working hours, travels, facilities, company transport, social events, etc).

a _____

b _____

c _____

d _____

e _____



3. My Skills

Guideline: Consider what skills you have and note them below. Distinguish between your technical skills developed through your studies and personal skills that illustrate how you work and your knowledge.

The task on pages 8-9 can be used to clarify your skills and knowledge first.

You can also use the adjectives on page 12.

1. My top 5 technical/professional skills:

(Ex: thermodynamics, modelling, fermentation, programming, Lean, Autocad, quality control etc).

a _____

b _____

c _____

d _____

e _____

2. My top 5 personal skills:

(Ex: organized, fast learner, committed, communicating, good listener, result- oriented, work well under pressure, detail-oriented, challenge oriented, sociable, etc).

a _____

b _____

c _____

d _____

e _____



Tip: Ask your fellow students, friends and family, what you are good at!



3.1 Clarifying My Skills

Guideline: Use the table below to create an overview of your skills.

Think back: when were you successful?

Include all areas of your life - group work, seasonal jobs, travels, sports, volunteer work, cultural activities, representatives at the university, etc). This will give you a more complete picture of different skills you have developed through various activities in your life so far.

1 Task List each function of your job or activity	2 Result Describe the result you achieved after completing the task/activity	3 Skill List skills that you use or have used to complete the task	4 Enjoying? Mark the tasks you enjoy performing



What did you do (action word) by doing or using what (skill, tool, etc) followed by a result/outcome.

I transformed the quality system in a large pharmaceutical company, by developing and implementing a new set of computer aided tools. Achievement: I ensured that the company's products met intern and external requirements.

10

Some verbs to describe achievements.

W
Widen
Win
Write

Adjectives to describe your achievements.

A	E	M	R
Accountable	Effective	Methodical	Rational
Adaptable	Emphatic	Motivating	Realistic
Ambitious	Energetic		Reliable
Analytical	Enthusiastic	O	Resourceful
Attentive	Experienced	Open-minded	Responsible
		Optimistic	Result-oriented
B	F	Organized	
Brave	Fast learner	Outgoing	S
	Flexible		Self-motivating
C	G	P	Strong
Calm	Goal-oriented	Patient	Structured
Competent		Perseverating	Supportive
Confident	H	Persistent	Sympathetic
Conscientious	Hardworking	Practical	
Cooperative	Humorous	Precise	T
Creative		Problem solving	Tactful
Critical/analytic	I	Professional	Team worker
Curious	Impulsive	Punctual	Thorough
	Independent		Tolerant
D	Innovative		Trustworthy
Decisive	Insightful	U	
Dedicated		Unique	
Detail-oriented	J	Unprejudiced	
Diligent	Judicious		
Diplomatic		V	
Discreet	L	Versatile	
Dynamic	Logical thinking	Visionary	
	Loyal		

5. Finding Relevant Companies and Job Types

The shortest way to find a job after graduating is having work experience from an internship or project collaboration with a company.

Why? Because of the fact that little experience is better than no experience at all. But also because the time spent within a company provides you with valuable networking relations. Keep in touch with the relations you have established in companies you have worked with, study projects, volunteer work, study works but also find ways to build your network with new and relevant contacts; for instance: by participating in job fairs, competitions to get talented candidates, company presentations and visits.

Job searching is not just about sending job applications, but also researching the relevant companies and jobs to identify how the company requirements are fitted by your personal skills.

Be proactive in your research when looking for internships and jobs. You can divide your research focus on:

Interesting companies

Another approach can be finding companies which have jobs with these tasks, or companies you think have an interesting brand, products or potential. Use job types descriptions in order to know these jobs and focus on them. You can analyze job offers with several tools such as: SIE's Employment database, job databases, and professional networks such as LinkedIn.

Use also databases such as SABI and websites of the companies. It provides access to bussiness information about Spanish and Portugese companies. You can find it our UPV library.

If you like to be challenged with new, different tasks often, then consider also looking into medium/small size companies and Start-ups.



Advice: Use ImpulsaT to know the job roles that fit your skills and interests, and inform you about what you need to improve to get them. You can find ImpulsaT link on page 41.

Tasks and job types

You can start your research by finding out what tasks make you happy (take a look at the tasks you enjoy on page 6). When you know which tasks you enjoy the most you can look for these tasks in different job types, such as consultancy, specialist Jobs, planner, Project management, etc.



Add your own questions:

- a Do I know someone who works or worked for the company? Can I get in touch with someone?
- b What are the company's mission, vision and values?
- c Do I know the products or services that the company provides?
- d What articles exist about the company on internet, its own website, Google, Glassdoor, LinkedIn...?
- e What is the company's recent financial history?
- f Who are their biggest competitors?
- g Do I know job conditions for the candidates?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Guideline: Get inspiration by checking different job profiles on SIE's Employment database, and reading existing job ads on job databases, etc. What are companies looking for that you would like to do on a daily basis?

a

b

c

d

e

f

g

h



- 1
- 2
- 3
- 4
- 5

Check your match with the companies on the next page.



5.4 The Match Between Me and My Top 5 Companies

Guideline: Write the name of the 5 most interesting companies for you. Tick Yes or No this questions. Add your own questions.

Company	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favourite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Will I have the work conditions that I need?		
6		
7		
8		

Company	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favourite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Will I have the work conditions that I need?		
6		
7		
8		

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5 Will I have the work conditions that I need?		
6		
7		
8		

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5 Will I have the work conditions that I need?		
6		
7		
8		

Company	Yes	No
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3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Will I have the work conditions that I need?		
6		
7		
8		



6. Reaching My Goal

Guideline: The task is to set a final goal and work backwards, breaking the goal down into smaller, realistic actions that are more immediate and yet help you to achieve the final goal. Imagine that you have just reached your goal (e.g. Student job, internship, Project collaboration with a company, volunteer position, professional network, graduate job, etc).

Write it in the last step and define the three necessary steps that helped you to get closer to your goal. Set a deadline for each step and whom to ask for help.

GOAL

Deadline:

Ask for help from:

Step 3

Deadline:

Ask for help from:

Step 2

Deadline:

Ask for help from:

Step 1

Deadline:

Ask for help from:

PART 2: Tools



1. Grow My Professional Network

One of the most important tasks when searching for an internship or a job consists of making yourself known) and increasing your professional network.

It isn't worth it if you are an excellent student but nearly nobody knows you.

Some students build their network with fellow students, and former teachers, whilst contacting people in interesting companies, etc.

UPv offers you the chance to connect with companies and participate in two major events that SIE manages:

Employment FAIR DE2

an event to know
and be known by
companies

Quédate

a chance to compete
in an Assessment
Center where
companies recruit
talented graduates
and students

But there are also other ways of making professional contacts online, especially through professional networks such as LinkedIn. In Spain this professional network holds more than 10 million online users and recruiters use it to learn about the candidates deeply.

If any recruiter searches for you on Google, the first position is for your LinkedIn profile, unless don't have it.

There are currently millions of internships and jobs on LinkedIn, especially for qualified posts, and between 80% and 95% of recruiters use LinkedIn to screen candidates that apply for a job or internship, or whom have sent a spontaneous application.

A person with a fully optimised LinkedIn profile is 40 times more likely to receive job opportunities. This is the most important professional network. Therefore, get a LinkedIn profile and make sure you keep it up-to date and relevant to your current job goals.

LinkedIn

professional
network

1.1 Why Is LinkedIn Useful?

- 1 Shows your achievements**
Your LinkedIn profile is much more than just an online CV. It allows the recruiters to download pictures, videos, links to former jobs or projects, pdf presentations, portfolio; as well as give you the opportunity to share free time activities which are relevant to let people know you. All of them make your profile brighter, shaping a powerful image of yourself for the recruiters and other professionals, particularly if it's focused in your current professional interests.
- 2 Establish a contact network**
Grow your network of contacts by making connections with other LinkedIn users

Find people you know and maintain contact with classmates, alumni, former colleagues in jobs and internships, recruiters, past employers, friends and acquaintances in good positions. Because you never know when a contact might come in handy, whether it's providing a recommendation for your profile, sharing job offers or putting in a good word for you when they work.
- 3 Get job and internships notifications**
When you are searching for internships or job offers as well as browsing on LinkedIn, this network sets up your job preferences to let recruiters know that you are currently looking for opportunities and receiving alerts about jobs which match your preferences.
- 4 Research companies and know the job market**
You can also follow interesting professionals and companies that you'd like to work for, or join groups, giving you access to news, new jobs, updates and useful insights.
- 5 Show your personal branding to the world**
The potential of LinkedIn is based on sharing accurate and true information from people. Therefore, all you have said in your profile must be true. It's no worth lying or inflate it, because in the long term, all that information will be unmasked and make things worse for you. Stand out for good reasons.



Advice: Assure your profile is complete. If it is not, you'll be invisible when searching for profiles, which is contrary to your interests.

1.2 Key Elements of Your Profile

Guideline: Define and put into context the next aspects of your LinkedIn's profile, following these suggestions.

Name ●●●●●●●●●●●●●●●●

Include all of your given names, it is not a place for nicknames. LinkedIn is on a base of confidence between people.

Headline ●●●●●●●●●●●●●●●●

This is one of the most important elements of your profile because it positions you in the searches. Be specific, succinct, and creative. Include key terms to define your industry and role within it.

URL ●●●●●●●●●●●●●●●●

Customize the LinkedIn URL to make it easy for people to find you.

Profile photo ●●●●●●●●●●●●●●●●

First impressions matter during business meetings and when people see your profile picture. Consider your industry in addition to potential contacts to select the appropriate and up-dated headshot.

Background ●●●●●●●●●●●●●●●●

Write a brief description, from 40 to 2000 maximum words, including your present and future goals. Be precise when describing your former jobs/ internships. Keep it positive and highlight your accomplishments and most interesting experiences. Add, if you want, media (photos, articles, pdf's presentations, videos, blog, personal website, etc) and provide links of these media.

Experience ●●●●●●●●●●●●●●●●

The name of your job/internship role is the first thing you need to put on your profile. You have got 100 characters to define your role.

Be precise when describing your past and present work experiences. Describe in detail your tasks, projects and accomplishments. Avoid using buzzwords and remember to show about your skills. For example, rather than stating you are a "great engineer" mention you have designed XX or have implemented XX. Best specific information than empty statements.

Education ●●●●●●●●●●●●●●●●

Include information about degrees acquired and schools attended. This information provides opportunity to make a connection with other alumni and impress onlookers.

Skills and endorsements ●●●●

Add skills that define your professional role and interesting achievements. These key words are used when searching for candidates on LinkedIn. All LinkedIn members get 13 times more profile viewers. This attracts those who can validate your admitted skills and make recommendations based on your professional qualifications.

Groups ●●●●●●●●●●●●●●●●

Join groups to maximize LinkedIn's networking potential and utilize the ability to contact other group members and be informed of trends and news.

Connections ●●●●●●●●●●●●●●●●

Your goal will be to make connections every week, beginning with people that know you. Be professional at work, look for people with whom contribute mutually interesting and helpful advice... Connect with "connectors", people who have lots of good contacts. Be strategic in making connections with classmates, peers in your industry, past customers and potential employers.



Advice: Show your profile to people with a deep knowledge of professional networks and ask for their constructive reviews. You can make a course with us, "*Make yourself visible with LinkedIn*", in order to amplify all this information. Find out taking a look in our SIE courses' catalogue.



1.3 The Final Check on My Profile

Guideline: Use the checklist when shaping your LinkedIn's profile. Can you tick all the check boxes below?

- ☐ My profile contains all completed sections with relevant information.
- ☐ My photo is appropriate and it is up-dated.
- ☐ My background reflects my professionalism and what I am searching for.
- ☐ I have described all my jobs and internships.
- ☐ I have stated all my main degrees.
- ☐ My core skills are the first to be seen.
- ☐ I have carefully revised all the information I provide.
- ☐ I have customized my public profile settings to set limits on how information can be displayed.
- ☐ I have activity on a weekly basis.
- ☐ I have shown my profile to people that can give me good advice.

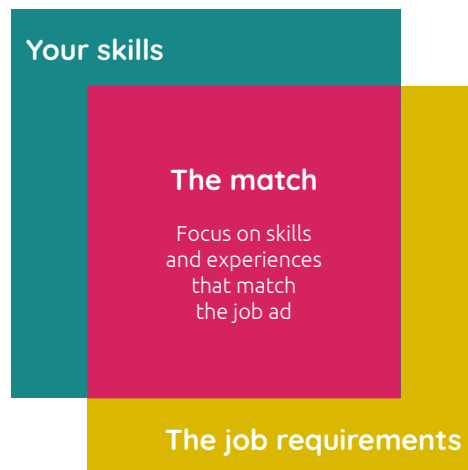
2. Targeted CVs

A CV that gets an employer's attention is targeted, the point and clearly describes your qualifications for a specific job. A targeted CV is based on a general CV which is a non-specific list of your skills, experiences and results. As an advice, keep your general CV up to date as soon as you have gained new experiences, taking into account the skills and knowledge you learn in both personal and professional ways.

Creating a general CV is the first step in the process of writing a targeted CV. Unsolicited

job applications require that you start with finding out what the company of your interest needs, e.g. by calling the company. First when you know what the possible tasks in the company could be and which skills you need in order to solve the tasks, you will be able to target your CV and motivation letter with relevant key words and content.

The targeting for a specific job, on the other hand, starts with analysing the job ad.



Analysing and acting on a job ad:

- Read the job ad several times.
- Highlight the tasks in the job.
- Highlight the technical/engineering skills and experiences required in the job.
- Highlight personal skills required in the job.
- Mark the skills and experiences that you match.
- Out of these choose 3-4 skills/experiences that you will focus on in your motivation letter connecting them to selected tasks from the job ad.
- Aim for incorporating all the matching key words in your CV.

2.1 CV Structure

Guideline: Structure your CV with the classical sections in the presented order (you may want to include other relevant sections than mentioned here):

Personal data

Date of birth, address (write down only your city and the postal code), email, mobile phone, and nationality in case you are applying in a country other than your native country. You can also add your LinkedIn/s profile and Skype/s user. Suggestion: Write your name as the title of your CV instead of "CV/Curriculum Vitae".

e.g. organizing people or resources, doing presentations, treating the clients, etc.

Structure the same way as the education section: the period of employment in the left column, the responsibilities, tasks, and results achieved in the right column under the headline that includes the name of your position, company name, country.

Profile/professional goal

A short description focusing on skills/experiences that are relevant to the position you are applying for. Keep it in 2-3 lines. As these lines are the first the recruitment officer reads this is your chance to catch his or her attention right from the start. The section adds value to your CV as it enables you to target your profile to the one the company is looking for. Rewrite in every CV to demonstrate a match between you and the requirements mentioned in the ad.

Computer skills

List the skills in bullets. You may choose to categorise your skills (text processing, programming languages, modelling/designing, calculation).

Languages

List your mother tongue and foreign languages, defining with your own words the level you have, instead of using codes or numbers. For instance, if you are bilingual, full professional competence, reading, writing, listening and speaking...

Education

Structure with two columns: A narrow one to the left with the period of study and a broader one to the right for describing content under the headline that includes your title/degree, university name, and country. The focus on the content should be on experiences gained from relevant projects, skills developed/applied and not least the outcomes of your effort. You may mention your degree/master's final project.

Spare time

Which activities that you have done may give value to your application? This section is really important for people with little work experience. Choose one topic and include details that make that piece of information about you interesting and memorable. It can be one of your interests, sports accomplishments, volunteer work or other spare time activities.

Work experience

Include your work as a graduate, as well as the collaborations and internships you think are valuable for the occupation you are applying to, due to the tasks' similarity or to the development of skills that may be useful in any kind of job (transversal competences)



Tip: Swop the sections 'Education' and 'Work experience' as soon as you get your first job after graduation.

2.2 CV Quick Tips

1 Structured

A clear and simple layout helps to find the information the reader is looking for. Keep the style and formatting simple using only one font style, table formats, bullet points, short and to-the-point sentences, clear headings and good space between the paragraphs.

2 Targeted profile

Add a short profile paragraph in the beginning of your CV highlighting your qualifications and experiences especially relevant to the job you are applying for.

3 Focus on relevance

The purpose of your CV is to demonstrate skills, experiences and accomplishments with relevance to the job. Change your CV from application to application.

4 Reversed chronology

Present your education and employment history beginning with the most recent and going backwards.

5 Clarify your tasks and results

When you mention a task you can take your communication further by also describing the skills you applied and the results you obtained.

6 Consistent language

Match your language to the language in the job ad.

7 Relevant references

Is not required to include references in your CV, but if you do it, then make sure to use only relevant ones. You can also bring them to the interview.

8 Proofread

Well proofread documents can significantly increase your chances of success.

9 Personalised

A personal paragraph in the bottom of your CV is your chance to give your presentation extra dimensions. It could also make the reader remember you better than the other candidates.



2.3 The Final Check on My CV

Guideline: Use the checklist when proofreading your CV.
Can you tick all the check boxes below?

- ☐ The layout is simple and structured.
- ☐ The same style (font, bullets, years, etc) is applied in the whole document.
- ☐ The profile/professional aim is targeted.
- ☐ The information is relevant to the specific job.
- ☐ The photo (if included) is professional with a clear background.
- ☐ My language matches the language used in the job ad.
- ☐ My contact information is included.
- ☐ I have proofread a printed version and checked the layout.
- ☐ Others have proofread my CV.
- ☐ The length of my CV does not exceed 2 pages.

3. Motivation Letter. What It Is?

CV's should usually be accompanied by a well written motivation letter. The motivation letter is often the first thing that an employer reads. It is therefore very important as it creates the first impression your potential employer will have of you.

A strong motivation letter will help your CV to stand out from the crowd and will also give you the opportunity to highlight any important issues that have not been covered in your CV if appropriate e.g. your current academic circumstances, if you want an internship, etc.

For these reasons the motivation letter is equally important to the CV and should not be left to the last minute to prepare.

Employers appreciate clearly laid out motivation letters which are direct and to the point. You should tailor your letter and aim to produce a new one for each application you make.

Gives you the chance to explain the purpose of your contact with the company

Draws attention to your key strengths

Should make an employer sufficiently interested in you and want to read the CV in full

Outlines why you are both interested and well suited to the role

Here are a few tips so that you avoid making common mistakes which are often found in motivation letters:

- Check you have included your current contact details (mobile number, postal code and city, etc).
- Keep it short: your motivation letter should be no more than one side.
- Read the job specification carefully before you begin your motivation letter (if you are making a targeted application), so that you know exactly which skills and experience the employer requires.
- Highlight the ways you match the job specifications in the motivation letter.
- Include some information about your interest and motivation for the job/internship.
- End your letter asking for a response in a polite way.

3.1 Motivation Letter Structure

Guideline: Structure it with the following paragraphs (but don't use them as headlines).

1 Heading

A good heading (1 or 2 lines) explains what job offer are you applying, if there is, how you knew it and reference data. If you send a spontaneous motivation letter, tell them briefly who you are and why you are interested in the company. Explain what you know of it, and something you specially like of their company. Tell them if you want an internship or another way of collaborating.

2 Motivation for applying

Keep your motivation paragraph short (3-6 lines) and give a specific reason why you are applying for this job in this company. The fact that they are one of the largest or most successful companies in their field or that it would be a great opportunity for you to further develop your skills are not good reasons. They can be used about any other company - or by any other applicant. Be specific and personal, and show that you have done you research on the company and the job and explain that you like the company for xxx reasons.

3 the match between you and the job

This paragraph takes up most of the space (approx. 6 to 8 lines) and consists of three to four subparagraphs. Your text should make the reader see clearly that your skills and experiences can be used to solve the tasks mentioned in the job ad. If there is no job offer, explain in which company areas you can fit well.

Remember that your contribution does not solely relate to your technical skills - but also to your soft skills: what will it be like having you as a colleague? Choose a few personal skills related to the job ad.

4 Closing

This is the time to let the company decides; that is to say, to invite them to contact you by mail, mobile or videoconference, in order to provide them with more detailed information about you.

3.2 Motivation Letter Quick Tips

1 Analyze the job ad thoroughly

Print the job ad. Use different colours to highlight: a) the technical requirements, b) the tasks, c) the personal skills wanted and d) relevant information of the company. Think issues that aren't clear for you and write them down to ask them before or during the job interview.

2 Choose key words

From the highlighted words, choose the ones you match the best. Demonstrate reasons to explain the match between your qualifications/skills and the company's needs.

3 Motivation-knowledge about the Company

Think carefully what you know about the company and what you appreciate the most to write about it on the letter.

4 Focus on the company's need

How will the company benefit from hiring you? Write only about the most relevant topics that demonstrate that you match with their needs. Save the rest for the interview.

5 Be specific

Avoid sentences like:
"In the position I can contribute with many skills"
or *"The tasks in the job are relevant for me"*, *"My skills match perfectly"*. That would leave the reader with questions like *"how?"*, *"Which skills exactly?"* and *"in what way?"*
Always provide examples.

6 Speak their language

Match your language to the company's language. Mention the company's name several times, as well as the tasks in the job with relevant key words to demonstrate your focus on the company's needs and the challenges to be met.

7 Avoid repeating the CV

Instead of writing a longer version of your CV, focus on the future and how you will solve the tasks presented in the job ad.

8 Use the whole page

Profit from using the whole page for your presentation about your match, but it is preferable that each paragraph has three or four sentences maximum and be separated. It is much more comfortable for reading when it doesn't seem like a "brick"

9 Check relevance

Read your application through one sentence at a time. Delete any sentences that don't include relevant details.

10 Proofread!



3.3 The Final Check on My Letter

Guideline: Use the checklist when proofreading your CV.
Can you tick all the check boxes below?

- ☐ Recommended length: one page.
- ☐ The headline expresses my most relevant skills/experiences.
- ☐ My focus is on the future and the needs of the company.
- ☐ My experiences/skills are linked directly to the tasks and requirements.
- ☐ Examples included illustrate both technical and personal skills.
- ☐ My contact information is included.
- ☐ My letter has been proofread by other people.

4.1 Questions To Ask During an Interview



4.2 Practice Telling Stories of Accomplishments

Guideline Pick three experiences that you want to tell to the employer, to explain both technical and personal skills. Demonstrate those with examples by using tips from the table below.

1 Situation and task Describe the situation and the tasks solved	2 Action What did you do? Which skills did you apply?	3 Result What did you do? What did you learn? What was the outcome?	4 Benefit to the company How can you use that experience to solve a given task?

4.3 Job Interview Quick Tips

1 First impression

Make a good first impression: be on time, shake hands, smile and answer "Yes, please" if they offer you coffee or water – helps to creating a nice atmosphere. Bring all relevant documents they may ask you for.

2 Include everyone present

Make eye contact with everyone in the room when presenting yourself, when giving examples of your results and when asking questions. Say goodbye to everyone when you leave.

3 "Please, tell us a little about yourself"

Put a good amount of time in preparing that question. You should be able to make an introduction of yourself in a maximum of 2 minutes. A good presentation shows a link between your experiences, competencies, your motivation and the job interviewed for.

4 Focus on the prepared examples

Use your achievements' examples to convince them that you fit the job. Moreover, make sure you present yourself accordingly to the company's needs.

5 Listen

Avoid interrupting and listen carefully. What information is your interviewer giving you and what questions are being asked? What is she/he needing to know really? Listening enables you to go into an even dialogue which will enlighten both you and your interviewer. If you do not understand a question, ask them to repeat it.

6 Ask questions

Don't overlook an opportunity to ask questions prepared in advance. Get inspiration on the 33rd page.

7 Relax

Interviews almost never go perfectly or as you expect. Accept this in advance, it might help you to relax, be yourself and enjoy the

experience. In return the interviewers get to see the real you, you appear prepared, and you can communicate clearly.

8 The salary

Try to delay any discussions about salary until they have explained to you your tasks and duties and other issues of the job, it is better for you if you can delay your response until they have given you an offer. Let them initiate the salary question and have an answer ready for them and think of your minimum.

9 Show interest

Close the interview by expressing your interest in the job and asking for the next steps. Smile and show moderate enthusiasm if you feel excited about the job.

10 Do you still want the job?

Do you really think is a good offer after the interview? If you aren't interested in the job, you can actually say no, in case they offer you the post; but be polite, good manners above all.

4.4 Interview Sheet

Date:

Guideline: When going to an interview fill this sheet up with these points and questions you want to focus on to prepare yourself.

Company's name:

Job title:

What the department does:

Main task in the job/internship

My key messages (points I must get across):

1

2

3

My key examples of accomplishments for this job (keyword reminders):

1

2

3

My questions to the interviewers:

1

2

3



Tip: You may photocopy this sheet for future interviews.

ANNEX

Job Seeking Progress Evaluation Sheet

Date:

Guideline: These questions help you regularly evaluate your activities and let you know if you are being proactive enough in your job seeking process..

	Yes	No
I have targeted my CVs and motivation letters for each job/internship.		
I have continuously written down examples of accomplishments.		
I have used these examples in my motivation letters/interviews.		
I have practiced saying my examples out loud.		
When researching companies I have looked up more than just their webpage.		
I have extended my network with relevant contacts.		
My biggest job seeking successes up to date :		
1		
2		
3		
Things I tried that worked - this I need to do more often:		
1		
2		
3		
Things I tried that didn't work - this I need to do less of:		
1		
2		
3		

Useful Links

Career and Employment Office, UPV

Servicio Integrado de Empleo, UPV

<http://www.sie.upv.es>

SIE. Career and Employment Training Section

Individual orientation, courses and tools for the research of employment/internships.

<http://www.upv.es/contenidos/SIEORIEN/indexc.html>

SIE. Employment

<http://www.upv.es/contenidos/SIEEMPLE/>

State Owned Organisms of Employment:

Servef

<http://www.servef.es>

SEPE

<http://www.sepe.es>

EURES

<https://ec.europa.eu/eures/page/homepage?lang=es>

Employment websites and metasearchers:

http://www.upv.es/contenidos/SIEORIEN/menu_urlc.html?/contenidos/SIEORIEN/infoweb/sieorien/info/U0647780.pdf

Contracts, Salaries, Agreements and Self-employment:

<http://www.upv.es/contenidos/SIEORIEN/infoweb/sieorien/info/U0763483.pdf>

Valencia's Chamber of Commerce

<http://www.camaravalencia.com/es-ES/empleo/Paginas/default.aspx>

The background of the slide is a complex, abstract geometric pattern composed of numerous overlapping triangles. The colors of these triangles vary, including shades of green, yellow, orange, red, pink, purple, and blue, creating a vibrant, mosaic-like effect. The triangles are of various sizes and are arranged in a way that creates a sense of depth and movement.

The CV's aim
is to be invited to a Job Interview

The Job Interview's aim
is to get a job



3rd Edition

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