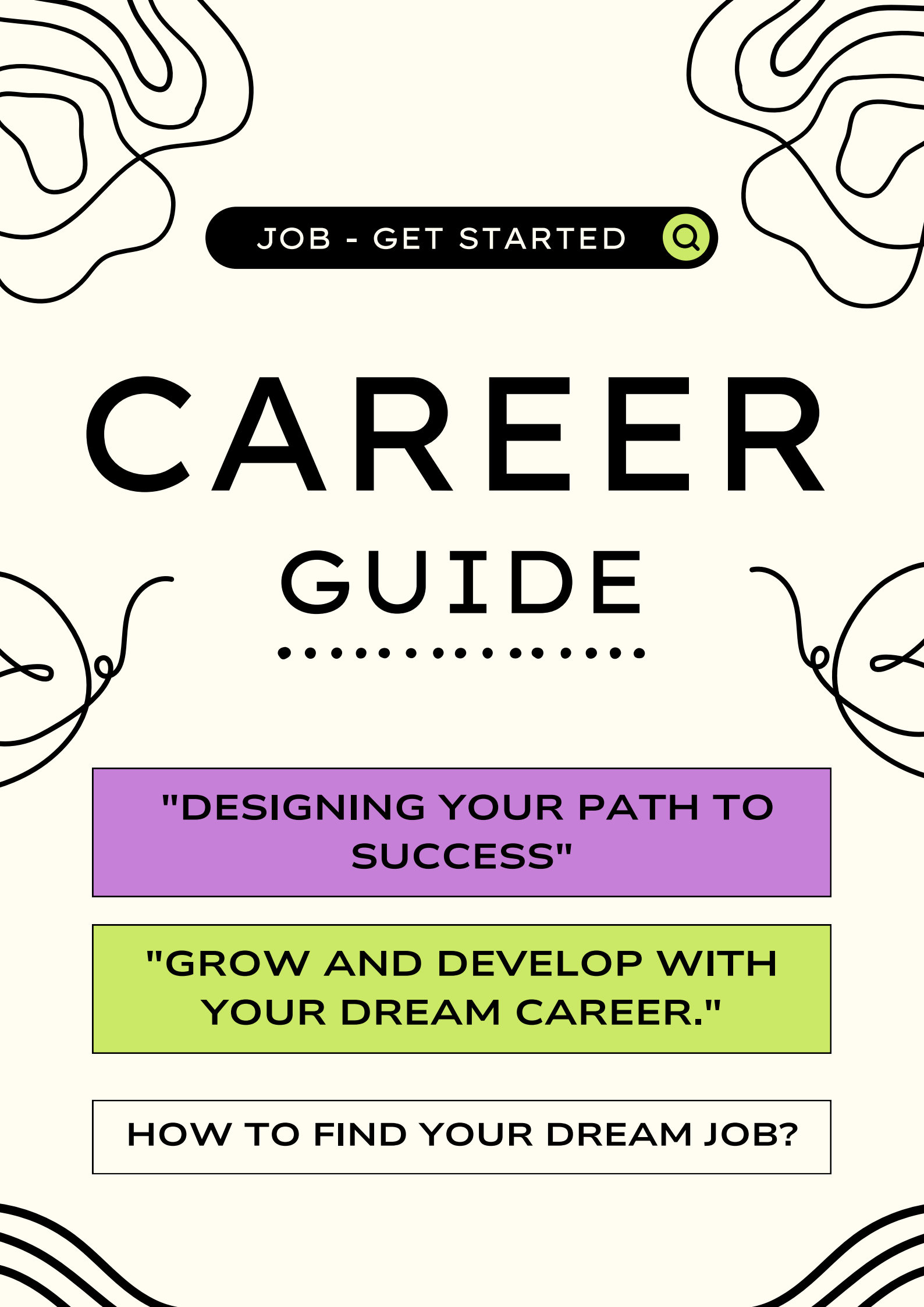


The image features abstract line art in the corners, consisting of various loops and swirls. A dark horizontal bar is positioned near the top center.

JOB - GET STARTED



CAREER GUIDE

.....

**"DESIGNING YOUR PATH TO
SUCCESS"**

**"GROW AND DEVELOP WITH
YOUR DREAM CAREER."**

HOW TO FIND YOUR DREAM JOB?

INTRODUCTION

WHY A CAREER GUIDE IS IMPORTANT?

A career planner is essential for several reasons, as it helps individuals make informed decisions about their professional lives and navigate the complexities of the job market.

HOW TO USE THIS BOOKLET

Please, read the introduction: The booklet contains information on self-assessment, which will help you understand your interests, strengths, values and skills. The booklet will also teach you how to prepare your CV, cover letter for your dream job, and how to work in a team.

Set career goals: Based on the results of the self-assessment, you can start to set clear and achievable career goals. Define both short-term and long-term goals that you want to achieve in your professional life.

The booklet will also teach you how to use the digital tools available on the job market! From the booklet you will learn what are the causes of unemployment among young people, as well as how to gain experience through volunteering!



HOW TO CREATE A GOOD CV?

WHAT IS CV?

Curriculum Vitae - CV (Latin: professional resume) is one of the most important application documents, which should look impeccable, both in terms of content and form. It is the candidate's business card. It is responsible for the first impression, which gives a chance or not, for a personal meeting with the employer.

Use keywords

A CV should be a well-thought-out document with a logical structure that will allow you to convey information in an orderly manner. A professionally prepared document should definitely include information such as: personal and contact details, professional experience, achievements, skills, education, knowledge of languages, interests and a clause with consent to the processing of personal data. It is best to separate the indicated information into separate parts so that the recruiter can easily find the information they are looking for. When describing your experiences, it is worth using the so-called "reverse chronology" principle, because a potential employer will be much more interested in our latest professional experience than that from a few years ago. It is also important to take care of the selection of information. The recruiter does not necessarily have to be interested in the candidate's marital status, but information about the period of time in which he worked at a given company will be very important to him.



8 TIPS FOR WRITING A GREAT CV

ADAPTING YOUR CV TO THE JOB POSITION YOU ARE APPLYING FOR	1
2HIGHLIGHTING SPECIFIC SKILLS AND COMPLETED TRAINING AND COURSES	2
READABLE DOCUMENT	3
ATTACHING A PHOTO	4
INTERESTS AND HOBBIES	5
CORRECTNESS OF CONTACT DETAILS	6
REVERSE CHRONOLOGY APPLICATION	7
PERSONAL DATA PROTECTION CLAUSE	8

Match your CV content to the job advertisement

You should always consider which of your skills and professional experience will be key to the position you are applying for. For example, if you want to develop as an HR specialist and work in a financial company, include in your CV only those experiences and skills that will be the basis for the recruiter to determine that you will be a good fit for the role. Highlighting the features desired for a given position or indicating experience in implementing specific projects is the best proof for the recruiter that you are not a random person and that you know the content of the advertisement well.

Define your career goal

Define your career goal If your CV is prepared for a specific job offer, it is important that your career goal is consistent with the position offered. Include it especially if the employer does not require a cover letter. This way, you can tell them why you are applying here and in what direction you want to develop. It is best for your career goal to be consistent with your experience, competences, skills and interests. You can focus on describing a short-term goal, such as developing your skills in a specific position, or a long-term one, such as professional development in a given industry.

When describing your successes, refer to numbers

Employers usually expect a newly hired person to improve the efficiency of a department or project, so when describing experience in a CV, it is best to support it with numerical data. For example, if you are applying for a sales specialist position, provide information on how many clients and in what time period you managed to acquire for your previous employer. If you are applying for a job in event organization, provide the return on investment that was achieved when implementing a similar project.

HOW TO CREATE A GOOD COVER LETTER?

1. WHAT IS A COVER LETTER?

A cover letter is a document in which the person submitting it explains why they are applying for a position, promotion or a pay rise. Most often, a cover letter is submitted for a job as one of the application documents (along with a curriculum vitae).

A cover letter, unlike a job application, is submitted in response to an advertisement (i.e. when the employer is recruiting).

How to write a cover letter?

A cover letter should be concise (maximum A4 page), specific and easy to read. Choose a legible font (e.g. Calibri). You cannot repeat content from your CV in the letter! You must supplement it in an interesting way to attract the employer's attention.

A cover letter, like any formal document, must have a specific structure. What elements should it contain?

How to write a cover letter - the most important elements

current date and place

candidate's name and contact details

employer's details

salute

introduction containing information about the position the candidate is applying for a body of work in which the candidate explains why they are the ideal candidate for the position

conclusion, with an assurance of readiness for a personal meeting salutation and signature at the bottom of the cover letter (handwritten if the cover letter is sent by post or as a scan)

However, the correct structure is not everything. When writing a cover letter, you should first and foremost take care of its content. This is how you will stand out from other candidates.

ASSESSING YOUR INTERESTS AND SKILLS

IDENTIFYING YOUR PASSIONS

Remember that passions can evolve, and having multiple interests is okay. Embrace the exploration process, and as you identify your passions, look for ways to incorporate them into your life, whether through hobbies, volunteer work, or even a career change. Pursuing your passions can bring a sense of purpose and fulfillment, leading to a more enriching and satisfying life.

RECOGNIZING YOUR STRENGTHS AND WEAKNESSES

Recognizing your strengths and weaknesses is an ongoing process. Open to feedback and committed to personal growth. Embrace your strengths, be compassionate with your weaknesses, and use this self-awareness to make informed decisions and pursue an optimal life journey.

EXPLORING DIFFERENT CAREER OPTIONS

Career exploration is an ongoing process, and it's okay to take the time to find the right match. Embrace a journey of self-discovery and be proactive in exploring various career options. By investing time and effort in this exploration, you can make informed decisions that match your passions and set you on a better career path.



STRENGTHS AND WEAKNESSES IN A JOB INTERVIEW

STRENGTHS

Strengths are all the assets and advantages that a person has. These include innate character and personality traits, as well as traits or attitudes developed throughout life. A strength can therefore be a friendly disposition or ease in establishing interpersonal contacts, as well as excellent knowledge of English. You are convinced of the value of your assets when you use them to create successful relationships or achieve professional success. They are of great importance when you choose job offers or face specific tasks in a company. There are many examples of strengths that employees mention during recruitment interviews. However, it is worth trying to avoid solutions that are uncreative or even clichéd. Saying that you are conscientious, orderly and committed to your work is something that many job candidates repeat. Some of the good sides of an employee that can be much more interesting to recruiters include:

effective time management – it is worth providing examples of situations, e.g. from your previous job, in which this trait was useful;

creativity and innovation – this is particularly important in creative positions, such as a graphic designer, copywriter, person responsible for new technologies, etc. You can combine talking about these traits with a presentation of your portfolio. This will significantly “liven up” the recruitment interview;

flexibility – a trait that is particularly valued in the 21st century. If you are going to talk about it during the interview, mention specific areas in which it is realized, e.g. you can perform various tasks and easily adapt to new situations; ability to learn quickly – the recruiter is perfectly aware that you don't have to have all the skills at the start. However, it will be very important information for them that you already know many programs and are quick to learn new systems. It is also information for a potential employer that training you shouldn't take too much time.

WEAKNESSES

Weaknesses are nothing more than flaws, imperfections or character traits that can interfere with the performance of professional duties. A weakness can also be a lack of specific competences, skills or experience. It is worth being aware of your shortcomings in order to:

realistically assess your chances for a given job position – for example, if talking on the phone is difficult for you in everyday life, you will probably not do well in a job "on the receiver";

determine what needs to be improved to have a chance for a better job – for example, take an intensive English course and only then apply for a job that requires fluent understanding and communication in English;

develop – being aware of your weaknesses does not have to make you lose your wings. This can be a starting point for working on yourself and the moment when you define challenges for the near future (e.g. taking a training course or coaching sessions). If you are wondering whether your career development idea has a future, do a SWOT analysis – Strengths, Weaknesses, Opportunities, Threats – and realistically assess your possibilities on the job market. This simple tool will help you narrow down the scope of your job search.

Assessing one's own weaknesses can be an exceptionally difficult task. The main purpose of asking about weaknesses is to check whether the employee is able to assess themselves fairly objectively and reflect on those character traits that are worth working on. It is best to prepare a creative statement, rather than opt for the most clichéd version, in which traits such as workaholicism, excessive ambition or perfectionism appear. During the interview, the most important thing is to transform weaknesses into strengths.



Such weaknesses include:

excessive talkativeness - this is a trait that will be useful during negotiations with clients. This flaw can be transformed into ease of establishing contacts, which is desirable in many professions;

meticulousness, i.e. paying excessive attention to detail - it can be a flaw that slows down work, but it can also be presented as a great potential in administrative and office work, which requires accuracy;

shyness - this is a flaw that can make work difficult, but there are many professions in which introversion does not interfere. IT workers, data analysts, and graphic designers can do their jobs very well, and this character trait doesn't have to bother them at all.

Each flaw should be chosen in such a way that it doesn't interfere with the performance of professional duties. An office worker's weakness may be, for example, a reluctance to speak in public, because an office worker works alone most of the time and is involved in completing documents or analyzing data on a computer. Such a trait will not interfere with their work.

JOB INTERVIEW – WHEN WILL THE RECRUITER ASK ABOUT STRENGTHS AND WEAKNESSES?

Talking about strengths and weaknesses is part of the self-presentation, which usually takes place at the beginning of the job interview or – in the case of multi-stage recruitment processes – both at the first stage, which precedes checking specific professional competences. This topic usually comes up before discussing financial issues, which are mentioned among several difficult questions at a job interview.

During a job interview – regardless of whether it takes place at the company's headquarters or takes the form of a video interview – the recruiter will certainly ask you about your strengths and weaknesses. This question can take various forms, such as: "Why do you think we should choose you for this position?" or "What skills will help you perform certain tasks?". Sometimes the recruiter will give you an example problem to solve to see what advantages and disadvantages a given candidate has.

HOW TO TALK ABOUT YOUR STRENGTHS AND WEAKNESSES?

The question about the employee's strengths and weaknesses is not liked by job candidates, and many do not know how to talk about themselves in a way that will convince a potential employer. That is why some candidates try to prepare for this question before the interview by writing down their strengths and weaknesses on a piece of paper. Many people also search the Internet for examples of the employee's strengths and weaknesses - but it is better to describe your own, authentic distinguishing features.

When answering questions about your strengths and weaknesses, follow a few rules:

1. Talk about specific traits that are relevant to the position – for example, if you are applying for a job at a language school, talk primarily about your language skills and teaching skills.
2. Give specific examples of your strengths – for example, instead of saying “I am thorough and conscientious”, say better: “I always double-check the data I enter on invoices”.
3. Avoid presenting yourself in superlatives – such an attitude can set off a “red flag” for the recruiter, because after all, there are no people without flaws!
4. Only talk about those strengths that you have already managed to verify and use in another job or in your everyday life.
5. Talk about your strengths in a vivid way – give examples of specific situations from your previous jobs.
6. Say what your previous boss valued you for, what types of problems you had to solve.
7. Talk about your weaknesses in a balanced way – try not to overemphasize them so as not to present yourself in a bad light.
8. Present flaws and imperfections as challenges and areas you want to work on.

Let the recruiter know that development is very important to you – you want to constantly develop your strengths, and you intend to work on your weaknesses.

HOW TO WORK IN A TEAM?

In today's world, the ability to work in a team is a key element of success in many areas of life. Whether you work in a corporation, run your own business or participate in social projects, teamwork skills are essential. In this article, you will learn why they are so important and familiarize yourself with 15 examples of these skills.

Collaboration helps teams work like well-oiled machines. It's one of the three strategies needed to develop team synergy, the other two being communication and setting group norms.

Collaboration is the foundation of effective teamwork; collaborative teams work together to develop new ideas, tackle challenging projects, and achieve their goals. Simply put, a team that works together accomplishes much more than any one member could do individually.

Depending on your role, team collaboration can take many forms:

For team leaders, team collaboration is about best-effort assignments while helping direct reports leverage and expand their skills and advance their careers.

For individual contributors, team collaboration is about communicating more effectively with the team and working together to complete large initiatives.



WHAT DOES PRODUCTIVE COLLABORATION LOOK LIKE?

Group brainstorming: A great example of effective collaboration is the classic brainstorming session. This exercise allows all team members to share their ideas and create innovative solutions to complex problems, which is beneficial to the project.

Diverse teams: Every person on a team is different, and each team member brings different qualities to the table. Creating inclusive teams with diverse talents, skill levels, and experience (personal and professional) strengthens team collaboration.

Honest communication and open discussions: Effective team collaboration requires asking questions, delving into details, and even having different opinions to move the work forward. Open and honest communication is not always easy or even comfortable, but team collaboration means coming up with solutions together, listening to everyone's opinions, and working toward goals.

EFFECTIVE COMMUNICATION	Communication is the foundation of successful teamwork. The ability to clearly express your thoughts and the ability to listen to other team members are essential.
COOPERATION AND COLLABORATION	Collaboration is the ability to work effectively with others, share ideas and achieve goals together.
CONFLICT RESOLUTION	In teamwork, differences of opinion can lead to conflict. The ability to resolve them effectively helps maintain harmony.
SHARING KNOWLEDGE AND IDEAS	The exchange of knowledge and ideas allows for the creation of innovative solutions and the development of creativity of the entire team
DIVISION OF DUTIES AND RESPONSIBILITIES.	An even division of tasks and responsibilities helps avoid overburdening one person and ensures the effectiveness of team activities.

DIGITAL TOOLS AT WORK - USE

WHAT ARE DIGITAL TOOLS?

Digital tools are solutions that serve to improve various aspects of life such as learning, work, communication, data management, collaboration or business processes. These include programs and applications on a computer, tablet, laptop or smartphone. Digital tools are gaining popularity at work and in everyday life. A program installed on a laptop or phone allows you to access data from anywhere in the world and do work. Thanks to this, learning or working remotely becomes more convenient and access to information much easier.

DIGITAL TOOLS USED IN EVERYDAY LIFE

We live in a time when technology has become an integral part of everyday life, including learning, work, and communication and interaction with the world. As technology develops, the tools that make our lives easier are also changing. These include:

- Google Calendar;
- Google Maps;
- apps for ordering food or a taxi;
- apps for contacting family and friends, e.g. WhatsApp;
- apps for making payments, e.g. Apple Pay;
- tools for checking the correctness of language and grammar in texts;
- apps for listening to music, e.g. Spotify;
- sports apps – make it easier to be physically active and track your results;
- services that provide secure storage, synchronization, and easy sharing of files, e.g. Dropbox;
- apps for creating, storing, and organizing notes, such as Evernote or Todoist.

DIGITAL TOOLS USED IN BUSINESS

Digital tools are solutions that serve to improve various aspects of life such as learning, work, communication, data management, collaboration or business processes. These include programs and applications on a computer, tablet, laptop or smartphone. Digital tools are gaining popularity at work and in everyday life. A program installed on a laptop or phone allows you to access data from anywhere in the world and do work. Thanks to this, learning or working remotely becomes more convenient and access to information much easier.

Digital tools for business are an incredible boon in today's world, both in large and small companies. They help in many aspects of a company's operations. Using modern digital tools for companies provides a multitude of benefits. These include better internal and external communication, work time optimization, information centralization, customer retention, and a reduction in the rate of their order cancellation. There are different types of digital tools for business, which can be divided into:

- digital tools for digital marketing;
- digital tools that facilitate collaboration and project management, such as Slack, Asana, or Trello;
- digital tools for automating tasks, such as Mailchimp, Hootsuite, or Zapier;
- digital tools for financial management, such as Wave or QuickBooks;
- digital tools that secure data and protect against cyber threats, such as Norton;
- digital tools for order management;
- a complaint management system;
- a product information management system;
- loyalty programs and applications;
- project management tools;
- team communication tools.



BENEFITS OF USING DIGITAL TOOLS

There are many benefits of using digital tools in personal life and at work. In times of increased digital transformation, they definitely facilitate business development. One of the benefits for companies is the reduction of expenses, which many companies have observed during the COVID-19 pandemic, when remote work has become a popular solution and necessity. There are many digital tools that allow companies and their employees to increase and improve the efficiency and effectiveness of everyday work. They also affect the strategic advantage.

DISADVANTAGES OF DIGITAL TECHNOLOGY

Although digital tools make work and life easier, there are some disadvantages worth noting:

- Data security. Although technology streamlines many processes, one of its disadvantages is greater exposure to hacker attacks and malware.
- Manipulation of digital data.
- Eye strain when spending time in front of digital devices.
- Work overload.
- Social isolation, which affects the quality of life, interpersonal relationships and mental health.
- Problems with hiring employees. Automation and artificial intelligence in business have a negative impact on the reduction of jobs, which also has consequences for employees and their families who are laid off.

To sum up, digital technology has undoubtedly revolutionized the way we cooperate, communicate and conduct business. When deciding to use digital tools, you need to consider both the advantages and disadvantages of this solution. On the one hand, digital tools provide the possibility of contact with people from all over the world and access to a wealth of information. On the other hand, using them carries the risk of social isolation, overwork and cyber threats. Innovative technological tools that we can use today eliminate communication barriers and those that limit the development of companies.

SETTING - SMART CAREER GOALS



EXAMPLE:

SPECIFIC	"Within the next six months, I will complete a project management certification to enhance my skills and increase my chances of being promoted to a project manager role in my current company."
MEASURABLE	"By the end of the year, I will increase my sales performance by 20% compared to the previous year by consistently exceeding monthly sales targets and building a larger client base."
ACHIEVABLE	"Over the next two years, I will gain proficiency in a new programming language and work on at least three real-world coding projects to qualify for a mid-level developer position."
RELEVANT	"Within the next nine months, I will attend leadership workshops and seek mentorship opportunities to prepare for a team leader position in my department."
TIME-BOUND	"By the end of the quarter, I will have submitted at least five job applications to companies in my desired industry, with the aim of securing a new job within six months."

CREATING A CAREER ACTION PLAN

BREAKING DOWN YOUR GOALS INTO ACTIONABLE STEPS

Breaking down your goals into actionable steps not only makes them more achievable but also provides a clear roadmap for success. It allows you to maintain focus, stay organized, and make steady progress toward your desired outcomes. Remember that taking small, consistent steps towards your goals can lead to significant accomplishments over time.

ESTABLISHING MILESTONES AND TIMELINES

Establishing milestones and timelines is crucial for effective goal management, time management, and progress tracking. It keeps you focused, accountable, and adaptable, leading to higher chances of success in achieving your objectives.

DEALING WITH POTENTIAL OBSTACLES

Dealing with potential obstacles is an essential skill for personal and professional growth. Whether you face challenges in your personal life or your career, here are some general strategies to help you navigate obstacles effectively.

BALANCING - WORK AND LIFE



Balancing work and life is crucial for maintaining overall well-being and ensuring a fulfilling and sustainable lifestyle. Many need help finding the proper equilibrium between their professional responsibilities and personal life. The goal is to continuously strive for a balance that makes you feel fulfilled and content in both your professional and personal life. Flexibility and the willingness to adapt to changing circumstances are key to maintaining a healthy work-life balance.

REASONS FOR HIGH UNEMPLOYMENT AMONG YOUNG PEOPLE

The increase in unemployment among young people is a phenomenon observed during every economic crisis. The occurrence of this phenomenon among young people has several fundamental causes.

1. Weaker ties between young employees and the company.

Young people more often work on the basis of fixed-term employment contracts or probationary contracts, and therefore in the event of termination of employment, this does not involve the need to pay any additional benefits by the employer. Even in a situation where a young employee is entitled to severance pay, it is usually a lower benefit in value than severance pay due to experienced and long-term employees. Short length of service means a shorter notice period, and consequently, the employee leaves the company sooner. In addition, many young people gain their first professional experience as part of internship programs or short-term professional internships, and then work often on the basis of civil law contracts, and these are usually concluded for a short period, depending on the employer's needs or the time availability of employees.

2. Young employees are most often those who are in the process of gaining their first professional experience. A short period of employment can be identified with a lower level of experience, with a lack of professional practice, and this puts young people in a less favorable position compared to experienced employees in the company. The latter are more difficult to acquire on the market through recruitment, and the costs of their employment are significantly higher than those of employees inexperienced.

Therefore, employers strive to build relationships with experienced employees more than with employees with short work experience and little professional practice, especially in positions requiring high qualifications and competences.

3. Young people usually do not hold key positions in companies. Usually, these people provide work of an auxiliary or supplementary nature in relation to positions where tasks necessary for the proper functioning of the company are performed. For this reason, if the employer is forced to reduce the level of employment (e.g. for economic reasons or top-down restrictions limiting business activity), it is easier to decide to end cooperation with people without whom the functioning of the entity is still possible.

4. Young people often take up employment in industries that are more affected by the economic crisis. As a result of the continuing epidemic situation and the restrictions introduced, the most difficult situation occurred, among others, in gastronomy, tourism and sports, hotel industry, the cultural and mass event sector, or in services and sales due to the restriction of the activity of shopping centers. It is also worth bearing in mind that for various reasons, only selected industries from those mentioned above are currently characterized by employee absorption at the level before the appearance of the coronavirus. Some of them are sectors to which it will be difficult for young people to return in the near future, because the demand for employees there is lower than before the pandemic was announced.

Young people from Ukraine have a problem too finding a job at the moment, because:

- due to the ongoing war in Ukraine, they have to communicate in a foreign language and work in a different cultural environment, so their chances on the job market are lower than those of people working in their home country with similar qualifications
- people who remained in Ukraine often work below their qualifications, because many industries are closed due to the war
- mainly low-paid manual work is available.
- cultural diversity that occurs in each country, a different way of working

PROFESSIONAL EXPERIENCE - HOW TO GET IT?

WHY IS IT WORTH GAINING EXPERIENCE BEFORE YOU START LOOKING FOR YOUR FIRST JOB?

There are many ways to gain your first professional experience. Gaining experience through non-formal education is valuable and valuable. However, it is worth remembering that when entering the job market, the experiences that develop competences used later at work and that you can include in your CV will be particularly important.

Among the many different ways, it is particularly worth paying attention to volunteer programs and initiatives that use non-formal education methods. By participating in such projects, you can try your hand at various fields and significantly expand your knowledge of the reality surrounding us (not only related to professions). It is also an opportunity to get to know yourself better, your resources, strengths and weaknesses, but it is also a very attractive element of your future CV.

1. Local volunteering

Volunteering allows you to use your skills and interests to help others, while also greatly developing your skills that may prove useful in your future job.

You can undertake local volunteering in the form of an action, i.e. by getting involved in individual aid activities, e.g. organising a collection of donations for an animal shelter or a school festival. You can also decide on long-term volunteering, i.e. regular, cyclical activities, such as caring for a monument or a place of remembrance in the local community, or the previously mentioned help with homework for younger students, or even scouting.

2. European Solidarity Corps Solidarity Projects

Another form of volunteering is to create a European Solidarity Corps solidarity project. This is an option for people who want to work for local communities. Implementing a solidarity project can provide you with very valuable experience, including in the areas of solving social problems, communication, team work, team management, and obtaining financial resources.

4. School group or individual initiatives

Many valuable activities can also be carried out in your own environment, e.g. at school or other institutions such as local cultural centres. Getting involved in the activities of the student government, membership in subject circles and clubs (e.g. sports, film), participating in the editorial work of the school newspaper or organising school events, events or festivals is a great opportunity to learn by doing.





**DREAM JOB
THIS WAY**



PHOTOS FROM THE PROJECT



COFFEE

COFFEE MAKING WORKSHOPS
Show YOUR TALENT
Find YOUR HARMONY

Enjoy the best staying in your comfort zone!

Marketing

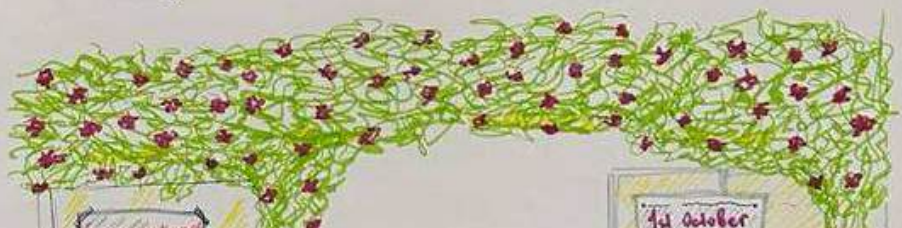
- Inviting artists, bloggers, influencers
- Tag on social media = discount
- Good localisation
- SMH manager

Offers

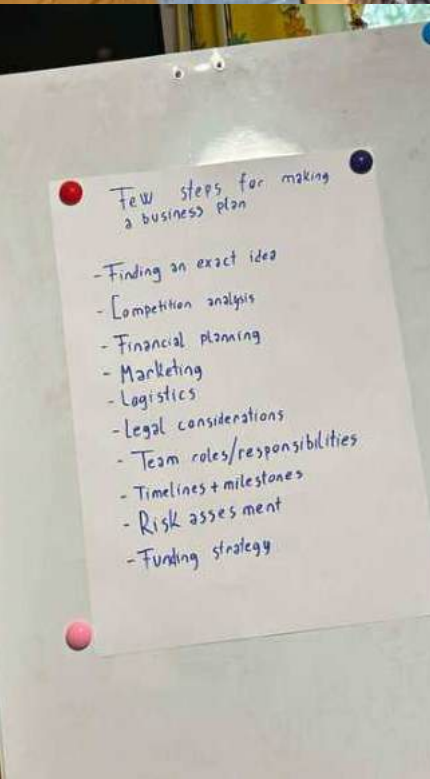
- wide menu
- theme evenings 2x a month
- weekend live-music nights
- pet-friendly
- shared art-space
- discounts
- possibility to create your own cup and coffee taste

Goals for 1 year

- At least 4k on Google
- at least 4000 reviews



4th October





POLSKO-UKRAIŃSKA RADA
WYMIANY MŁODZIEŻY

ПОЛЬСЬКО-УКРАЇНСЬКА РАДА
ОБМІНУ МОЛОДІЮ



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