

Academic and Employability Skills.

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TYPE TO ENTER A CAPTION.

PRACTICAL PORTFOLIO

Then we are looking for the best solution so we can find the right job for us.

Nowadays , finding a job can be difficult, especially if it is the first job or over 50s. take a

look at the local newspapers and online job boards how many people apply for your field of expertise daily. All of these candidates are your competitors for the job. How do you give yourself the opportunity to stand out from the competition and gain the impression?

You can meet and speak with top-notch job seekers for professional opportunities that fit your profile. These people have their own company like you.

Use school liaison offices , relative, friends and acquaintances. All of these people are a great source of information as they can see a professional opportunity that suits you and recommend you to their dating circles.

A college/university specialized education can give you useful tools in your professional field and make you stand out from the competition .You can join a club to make new acquaintances and find your passion. Sports clubs, golf clubs, tennis clubs, ski clubs, social clubs, yacht clubs or whatever it may express you are a great opportunity to find a job. There are people who make corporate decisions every day and talk to a lot of people about recruitment and new business. So join the club, and I'm sure that some professional advice will come sooner or

later. Work with a mentor who will supervise, guide you and can refer you to an employer for your skills. A mentor can help you find what you are looking for through their dating network and their contacts.

Work hard and impress your customers. They may well be your future employers.

It may be difficult to find the job of your dreams on your own, but if you make the most of your contact network and keep your audience informed about your job search and skills, I'm sure the next job will be a long way off. fast in your hands.

The more important of course is to have one good Cv ..with it you can show your knowledge and your potential.

A resume is a document that helps open the door to the job market for the first time or a new business door. The first image of your resume is a very important factor. A good resume does not mean hiring but it helps to avoid rejection at first glance.

In times of crisis where we live a well-made curriculum vitae will count. It is an essential tool in job search. A good resume highlights each one

of us. Unfortunately, there is no perfect resume that simply changes the details of each individual, but each resume must be tailored to the characteristics of each candidate for a job and to what each company is looking for.

The text should be simple, pleasant and easy to read. He has to "pull" the other side. The candidate should know that every potential employer receives a large volume of resumes for a given position and has a few seconds to see each resume.

Within a few seconds you should try to show who you are. For this reason, the resume should be structured in such a way that it immediately attracts interest, stands out from the rest, and proceeds with the candidate at the interview stage. We start the service by first writing the last employer. We mention the date, the name of the business and briefly mention the responsibilities we had. Every company to which we send our resume will pay attention to the time you spent in the past, and the empty times. We mention the knowledge we have and their respective

qualifications along with the date of acquisition. If any of your hobbies and hobbies highlight your

March 31, 2013

Ms. Amanda Lesser
Florida Studios
1290 Studio Plaza
Orlando, Florida 32819-7610

Dear Ms. Lesser,

My previous work experience and leadership roles make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (cra8z@virginia.edu).

Thank you for your time and consideration.

Sincerely,

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character and match the nature of the job it is best to.

Apart from your resume you should write And cover letter it will be better for you, and more professional.

There are many employers who, along with the CV of the prospective employee, also request a cover letter or cover letter. Abroad it is almost certain that you will send a letter along with your CV, and mainly to multinational companies - it has begun to gain ground.

Don't write that you write in your resume too.

The cover letter is not a summary of your resume, but a way of describing yourself.

Therefore, there is no point in writing that you are already writing in your resume, because even a clipboard looks and tires.

In the cover letter you mention your professional title, the part you specialize in, your last job (optional), the reason you want to work in the company in which you are posting your resume and what makes you stand out from the competition. The last two are the most important and are the most meaningful reasons to eventually call you in for an interview. The cover letter is essentially a way to promote yourself. The key to calling you for an interview is to see that you are passionate about your job. And that should be evident in the cover letter. You have to convince the employer that you want to get the job, that you are mature and aware, that you want to work in the city where the job is (especially if it is overseas) and that in general, you were born for the job. All this with seriousness and reasoning and not with style strokes: "Yes I want the place because I'm one [by far the best"]!

It seems easy but it is not. Many are candidates who weigh in on their resume and neglect the cover letter. Error! Employers, if they read the cover letter and are a jerk, most likely, no matter how rich your resume is, they won't call you. So make sure you don't write it down on the last day, because the sloppiness seems - and it makes a bad impression.

In the last paragraph, do not forget to write down when you are available for an interview and try again to professionally express your enthusiasm for the vacancy.

By following these steps you can always be the result that worked...

REFERENCE

<https://www.iamgreek.in>

<https://>



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TIME

www.professionaid.com



MANAGEMENT

The day is only 24hours but it is never enough to be able to do all the things we want and need ... have we ever thought about why ? what we're doing wrong and we can't do it?

I will analyze in my own words and through my own experience how we can manage our time properly and practically.

1:A good way to manage your time is to write in your notebook

a list of the jobs you have to do, don't be afraid to write a lot.

2:Try to keep your spiritual energy, to have stress and to think 1000 things it won't help you do it, when you are calm you can follow your program. To making the sleep program it's from the basic seven to eight hours of sleep helps you relax your body and mind and to waking up with energy.

3:Conbined situations ,instead of doing one thing and losing all your day do one in combination,

for example before you going to university go the supermarket, for he break you have paid your bills, in the hours you miss out on going to university you have done 2 or 3 different things.

4:Responsibility, will help you as much as can manage your time, in the sense that you can and you know you can do it today, when you leave her job that you can do today for tomorrow never gets you time.

Many times we want to prevent them all , but it can not be

done ,everyone must first find them with himself, and to put his own priorities. And there must always be an empty day one only for you without university, work liabilities.



setting goals ,organize your time...and all the obstacles is to make you better and stronger.

MARIA

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