

## **A reminder to a college graduate**

You have graduated from college, successfully defended and received a diploma and are ready to put your knowledge and skills into practice, we hope our recommendations on employment will be useful to you:

### **1. Prepare a resume**

This is the main document when looking for a job, the purpose of which is to attract the attention of the employer and convince him that you are one of the most suitable candidates.

The resume should be concise, truthful, relevant (relevant to the organization and the intended position), competent, positive and unique.

Resume structure:

- Last name, first name, patronymic
- Address, phone number
- Date of birth
- Purpose of employment
- Education
- Work experience
- Professional skills
- Personal qualities
- Additional information
- Date

### **2. Personal qualities that employers value (remember truthfulness!)**

In relation to work: high efficiency and diligence, dedication, result orientation, analytical skills, organizational skills, determination, responsibility, ability to adapt, diligence, discipline, fast learning ability, resourcefulness, attentiveness, good memory, creative approach to work (creativity), desire to improve and ability to work in a team, honesty, ability to convince, activity, initiative, punctuality, accuracy, stress tolerance,

In relation to people: sociability, friendliness, non-conflict, flexibility, reliability, fairness, politeness, patience, tolerance, integrity, decency, cheerfulness, determination, self-control, tact, self-criticism.

**3. Actively search for information about jobs using all possible ways with a positive attitude towards employment:** - electronic mailing of resumes; - search through friends and acquaintances; - search through a telephone directory; - job advertisements in the media; - announcement of mini-resumes in the media; - visiting job fairs; - visiting recruitment agencies; - using the Internet (job sites); - a personal appeal to the employer.

**4. Learn how to provide information about yourself over the phone so that you want to be with you meet and get to know each other better;** - First, be sure to find out the name of the person who is responsible for recruiting new employees in this organization, get through to him. Using your first name will immediately reduce the psychological distance and create a favorable impression of you, as well as inform you of the seriousness of your intentions. Say that you want to ask for a meeting to discuss existing or future vacancies and immediately present information about yourself, without giving the opportunity to say no.

· Prepare your message in advance and briefly present your professional and personal qualities, skills, abilities, experience.

- Ask permission to send your resume by mail and call later to find out the result.
- At the end of the conversation, be sure to thank your interlocutor for his time and help and ask for the possibility of a repeat call in a month or two.

5. If you are invited to an interview, build a conversation with a potential employer so that he wants to hire you, offering decent working conditions and pay. - Find out in advance what requirements the employer imposes on the future employee, which of them the requirements are absolutely mandatory in the eyes of the employer, and which he is willing to neglect.

Focus on the main parameters for your future employer.

- Start the day of the interview with a positive attitude that you are the most suitable candidate.

- Remember that in order to create a favorable impression, it is important to comply with the following conditions:

arrive on time with all necessary documents, say hello, giving your first and last name, smile, look into the eyes of the interlocutor, fully answer the questions posed, do not turn away while preparing an answer, speak loudly and clearly enough.

- Tell us about yourself: where did you study, in what specialty, what knowledge and skills did you acquire (in relation to the place of work that you want to get), what relevant (for this organization) topics did you write your thesis and term papers on, tell us about your interest in the place of work and list your personal qualities (for example, learning ability, stress tolerance, hard work and dedication).

- When asked why you want to work for this organization, tell me that you have heard about them stability, professional and well-coordinated team.

Good luck, dear graduates!