

Career Paths
Inclusive 2

How to apply for a job

plain language



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Career Paths Inclusive 2

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Self-reflection

That means: thinking about you.

Anna finished school.

She wants to work.

Anna doesn't know:

What job do I want to have?

What tasks do I want to do at work?

What are my strengths?



Don't worry Anna!

Do you know self-reflection?

That means: thinking about you.

Self-reflection helps you to find answers to your questions.

Self-reflection means:

You think about your behaviour, your motivation, your attitude and your wishes.

You think about it for a long time.

Then you will find out:

Why do I do something?



With self-reflection you are a good employee.

You will think exactly about:

What do I do at work?

Why do I do it?

Why do I manage my work?

You realise:

What can I change?

What can I improve?

What happens without self-reflection?

You live your life without thinking.

You make one thing after the other.

How does self-reflection help you for a job application or a job interview?

You think:

Why do I apply for this job?

What skills do I have for this job?

What do I do during the job interview?

What do I write about myself in the job application?



What are the advantages of self-reflection?

You are in a situation.

You have strong feelings.

Maybe you judge the situation wrongly.

You don't notice:

What is important?

The situation seems worse.

Then you look again at the situation with distance:

You notice:

What is really important?

You process your experience.

You see the situation clearer.



With self-reflection you can react faster.

You take time to think:

Then you know:

I did something.

What consequences does it have?

You can think:

What is the best to do in this situation?



Self-reflection helps you with learning and understanding.

You can process your experience.

Then you think:

What do the circumstances mean?

What do my feelings mean?

What does my motivation mean?



Anna sees all advantages of self-reflection.

Anna asks:

How can I do self-reflection?

That is simple.

Here are 4 exercises for self-reflection:

Exercise 1:

Think about a project or a task.

Ask yourself:

How did I do the task?

What difficulties did I solve?

What will I do next time?

What did I not know back then?

What new things did I learn?

How did I learn something new?



Exercise 2:

Think about your mistakes.

Examples for mistakes are:

You mad a bad decision.

You said something insulting.

You judged a situation wrongly.

Look at the situation with the mistake from the perspective of 3 other persons.

Ask you self from the perspective of the 3 other persons:

What happened in the situation?

How did these 3 persons perceive me?

What will I do differently next time?

From whom do I need help?



Exercise 3:

Think about:

When do I feel unwell?

When do I feel lonely?

When do I feel nervous?

When am I bored?

Ask yourself:

What do I feel now?

What is the reason for the feelings?

What influence do the feelings have on me?

Do I want to continue to feel this way?

Why, yes?

Why, no?

What support do I need?



Anna is excited.

These are interesting questions!

She wants to do the exercises now!

Anna thinks:

First I do self-reflection.

Then I know:

What job do I want to do?

What should I explain about me in the letter of application and at the job interview.



Job search strategies

John is looking for a job.

He doesn't know:

Where should I look for it?

What companies are looking for new employees?



Don't worry John!

There are many job search strategies.

A strategy is an exact plan of how you can do something.

You want to find a job.

There are several possibilities.

Job search platforms:

Job search platforms are online platforms.

There you find job ads.

There are big job search platforms:

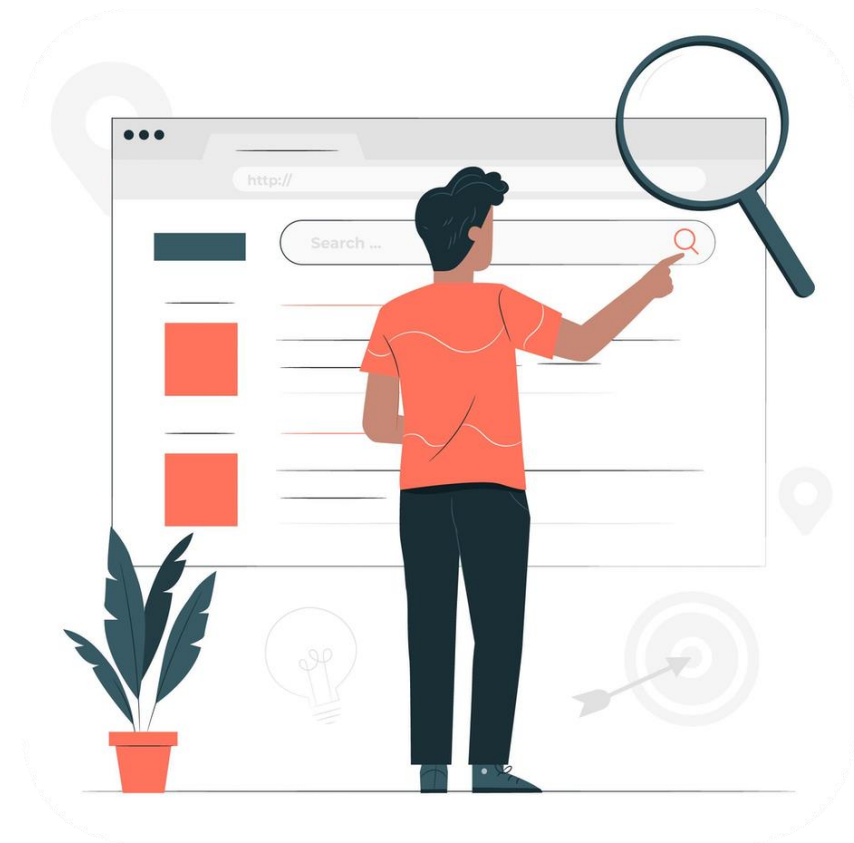
There are many different jobs.

There are job search platforms specialised on one sector.

For example: the IT sector.

In some countries there are special platforms:

Companies look for employees with disabilities.



Job platforms have a search function:

That means: You can search for a job there.

You can search for specific words.

Or you can search with filters.

Think about:

One job can have different names.

For example: salesman, sales assistant, shop assistant.

In all these jobs you have the same tasks.

Examples for filters are:

Place of work, sector, full-time or part-time.

Some job search platforms have a notification system.

That means:

A company uploads a new job ad.

This job ad fits your search criteria.

You get a notification.

On some job search platforms you can upload a CV.

You can send your application from there.

Firmen-websites:

Manche Firmen veröffentlichen frei Jobs nur auf ihrer Website.

Die meisten Firmen-websites haben einen Bereich für Jobs und Karriere.

Dort findest du:

- Freie Jobs
- Anleitungen: Wie bewerbe ich mich?
- Informationen: Was bietet die Firma den Mitarbeitenden?
- Kontakt-personen.

Suche nach interessanten Firmen.

Besuche ihre Website regelmäßig.

Gibt es einen Newsletter?

Dann abonniere den Newsletter?

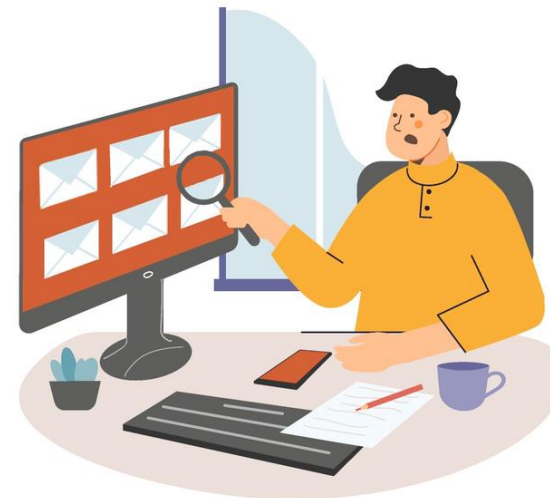
Gibt es einen RSS-Feed?

Ein RSS Feed ist ein Benachrichtigungs-system.

Es gibt etwas Neues auf der Website?

Dann bekommst du eine Benachrichtigung.

Abonniere den RSS-Feed.



Personal network:

For most free jobs there are no job ads.

The company knows a suitable person.

They give the job to them.

That's why it is important:

Tell people you know:

I'm looking for a job.

Who can you tell:

For example:

- your relatives
- your friends
- relatives of your friends
- your teachers
- your neighbours
- persons in your sport's club

These persons are your network.

Ask your network:

Tell me:

If someone is looking for an employee..



Or:

You make a post on your social media channels.

For example: on LinkedIn or on Facebook.

In the post you write:

I'm looking for a job.

unsolicited application:

You want to work for a certain company.

Right now there is no suitable job ad for you.

You can send an unsolicited application.

That means:

The company is not looking for a new employee.

You still send your application.

The company keeps your application.

A suitable job for you becomes available.

The company contacts you.

It is unlikely:

The company will invite you right after you send your application.

But:

Later they have a suitable job for you.

They will invite you then..



Social Media:

The best network for job search is LinkedIn.

There you can set up a profile.

Companies have profiles.

There you find information and job ads.

What job ads are on LinkedIn?

Job ads for jobs where you need high qualification or a lot of job experience.

Some companies publish job ads on other social media channels.

For example: Facebook



John is surprised:

There are many possibilities for the job search.

John wants to look for a job now.



Letter of application

Anna wants to apply for a job.

Anna doesn't know:

What should I write in my letter of application?

How do I send the letter to the company?



Don't worry Anna.

We have a look at it together.

You write in the letter of application:

Why do I want to work for the company?

Why do I want to do this job?

What is my important work experience?

How does my experience fit to the new job?

Think about:

The letter of application should be in A4 format.

Write maximum 1 page.

Make a nice layout.

That means:

Design and structure the page nicely.

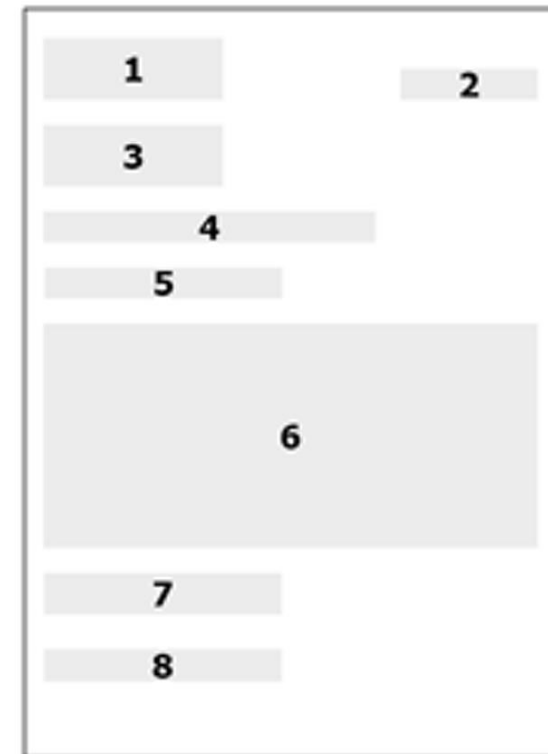
Chose a well readable font.

For example: Arial, Tahoma, Times New Roman,
Trebuchet MS, Verdana



The letter of application has this structure:

1. Sender
2. Date
3. Receiver
4. Subject
5. Salutation
6. Main text
7. Greeting
8. Signature



First you write the salutation.

Then you write the first introduction sentence:

The introduction sentence depends upon:

Are you writing an unsolicited application?

Are you applying to a job ad?

Has your advisor been in contact with the company?

What do you write in an unsolicited application?

All examples are in regular language.

You can copy them to your letter of application:

Example 1:

- I am writing to ask you for a position as ... <write here the name of the position>

Example 2:

I am looking for a long-term working relationship and would like to apply for a job as <write here the name of the position>



What do you write in reply to a job ad?

Example:

I'm writing to you concerning your job add for
....<write here the name of the position>

Your advisor was in contact with the company.

What do you write?

As previously stated by my advisor <write here the
name>, I am enclosing my application for the
position as <write here the name of the position>

In the main section you write:

What are my important work experiences?

Example 1:

I have worked for <write here the company name>
and have gained work experience in the following
areas <write examples>.

Example 2:

My work tasks and duties were <write examples>.



What is my motivation for the job?

What does interest me about the job?

Example 1:

I would like to work in a given position in your company to gain work experience and learn your work processes.

Example 2:

I am interested in seeking work in this area in the future and I would like to gain work experience through a work placement in your company.



Information about deafness and hardness of hearing.

You want to inform the company:

I am deaf.

How can you write that?

Example 1:

In closing, I would like to inform you that I am deaf/hard of hearing. However, this was not a problem for my previous employer. I always have worked well with hearing colleagues, because ...
<Chose a reason that suits you best>.

Here are some examples:

- I am proficient in lip reading.
- I can teach my colleagues some basic sign language skills.

Example 2:

I am deaf, I know Slovak sign language. Because I am Deaf, I might be of interest to you, to fulfil the quota to have a certain number of people with

disabilities in your organisation. If interested, please contact me by email or via SMS, WhatsApp or Viber, followed by a personal interview.



What do you write at the end of a letter of application?

Example:

If you have any further questions, please feel free to contact me or the advisor/trainer <write the name> at <write phone or mobile number> or <write email address>.

Write: Thank you.

Example 1:

Thank you for taking the time to read my application.

Example 2:

Thank you for your consideration.

Example 3:

I look forward to hearing from you.

Then you write a greeting and your signature.

Example:

With friendly greetings

<Write your name and sign the letter>



How do you send your application to the company?

Best via e-mail.

Write a short text in the e-mail.

Attach your letter of application and your CV.

Think about:

- Write each e-mail only to 1 company.

Don't write the same e-mail to many companies.

- Write "application" in the subject line.
- Use full sentences.

What do you write in the e-mail?

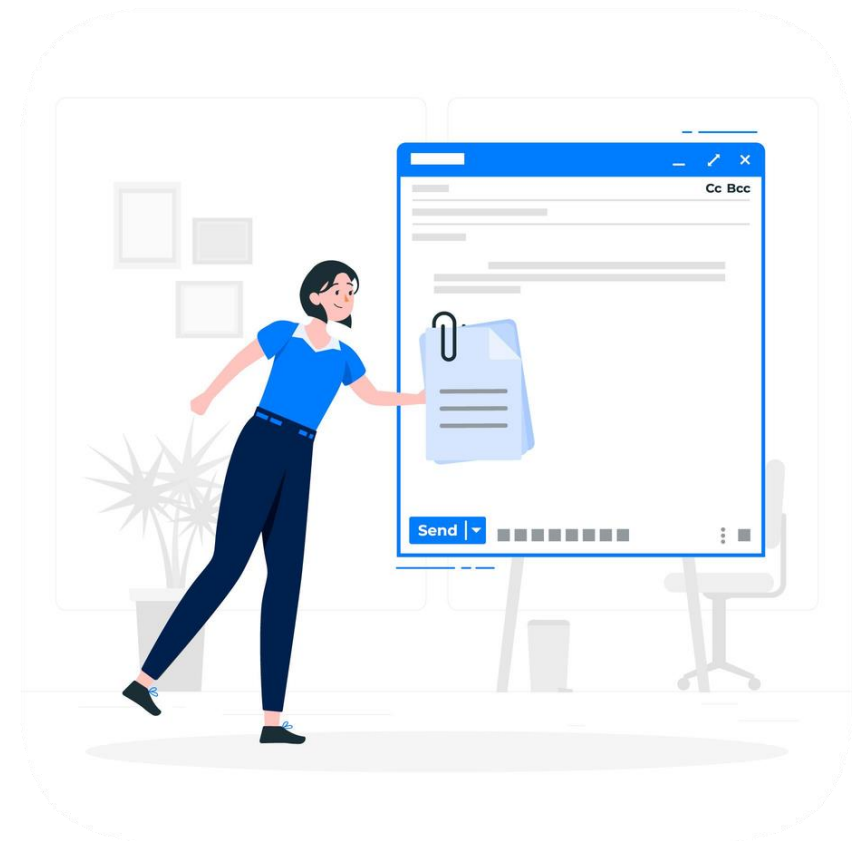
Example:

Dear Sir or Madam,

I enclose my application form in connection with your advertisement.

Yours sincerely,

<Write your name>



Anna is relieved.

She knows:

How do I write an application?

Anna wants to write her application now.



CV

John wants to apply for a job:

The job ad says:

Please create a CV on our company website.

John has never created an online CV.



Don't worry, John!

It's easy to create an online CV.

There are several possibilities.

For example:

The Europass by the European Union.

Some companies have their own platforms for CVs.

You want to apply for a job at such a company:

Then create a CV on the platform of the company.

Most online CVs are similar:

Their structure is similar.

They are similar to create.

Here is a general explanation:



First you enter personal data.

For example:

Name and Last name

Date of birth

Gender

Nationality

Also your contact information is important:

e-mail address

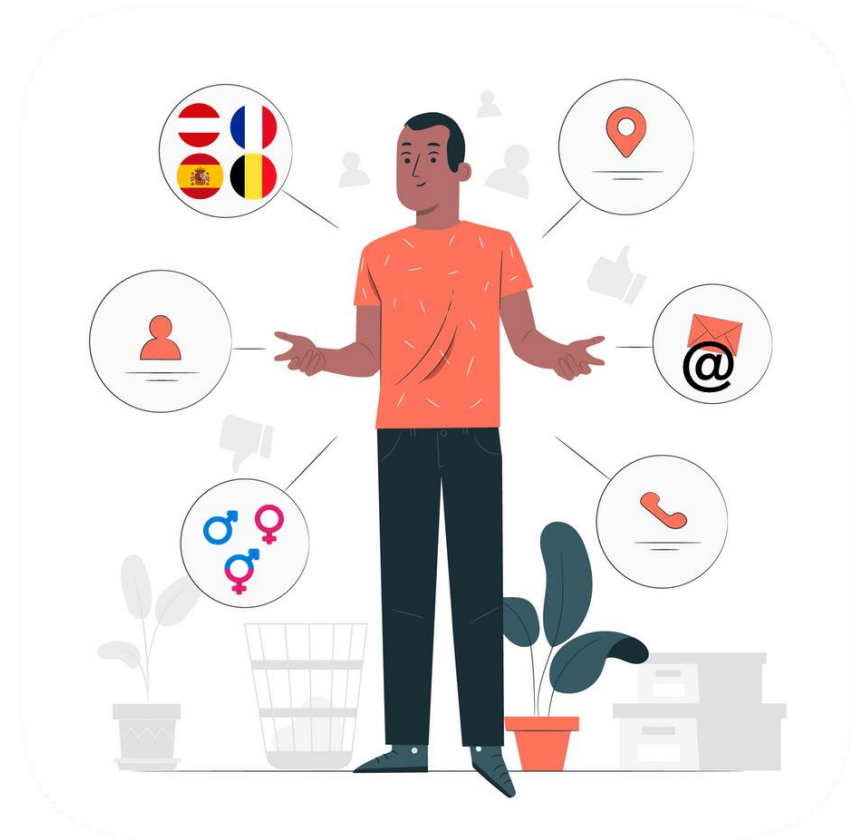
Telephone number

Postal address

You write this information correctly:

Companies can contact you easily.

Companies can remember you.



In an online CV there is a section about your work experience:

What work experience do you have?

List your jobs:

First the most recent job.

Then older jobs.

Write down for every job:

What is the name of the company?

What was your position?

When did you start working there?

When did you stop working there?

Describe:

What were your activities?

What were your tasks?



In an online CV there is a section about your education:

List your education:

Start with your highest qualification.

Write down the name of the school.

Don't use abbreviations.

Write down:

In what field was the education?

Did you finish with a degree?

If yes, what degree?

When did you finish the education?



In an online CV there is a section about your skills:

Languages:

What languages do you know?

Write down your level for each language.

You can use standard levels:

Beginner (A1)

Elementary (A2)

Intermediate (B1)

Upper intermediate (B2)

Advanced (C1)

Expert (C2)

You don't know:

What language level do I have?

You can get a test.

In an online CV you can also add other information:

For example:

Do you have a driving license?

What are your interests and hobbies?



Upload a photo for your CV:

Take an ID photo or a passport photo.

Your face is on the picture.

The background is in one colour.

The photo can be in colour or black and white.



Sometimes you can upload more documents:

For example:

Letter of application

CV (in traditional format)

References

Upload the documents as pdf.

Pay attention:

What is the maximum allowed size of the files?

You have finished your online CV.

You can choose:

Do I want to publish the CV on the platform?

Do I want to download the CV?



John is relieved.

An online CV is similar to a traditional CV.

He goes to the website of the company.

He creates his CV there.



Preparation for the job interview

Anna is excited.

She sent an application.

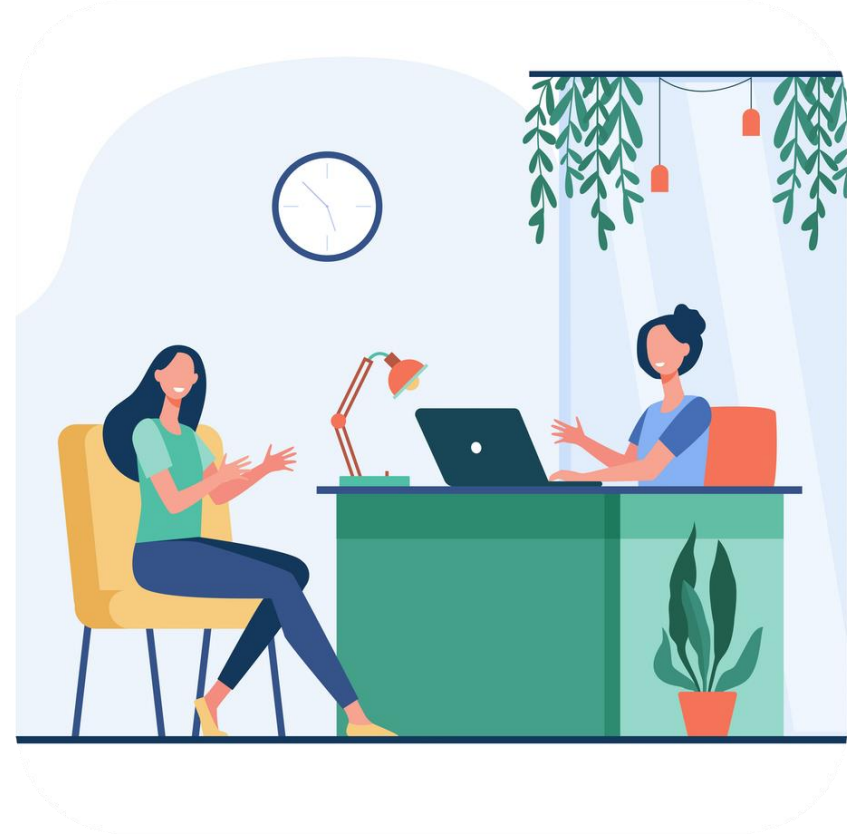
She got an invitation to a job interview.

Anna is also nervous.

She doesn't know:

What will happen during the job interview?

How can I prepare for the job interview?



Don't worry, Anna!

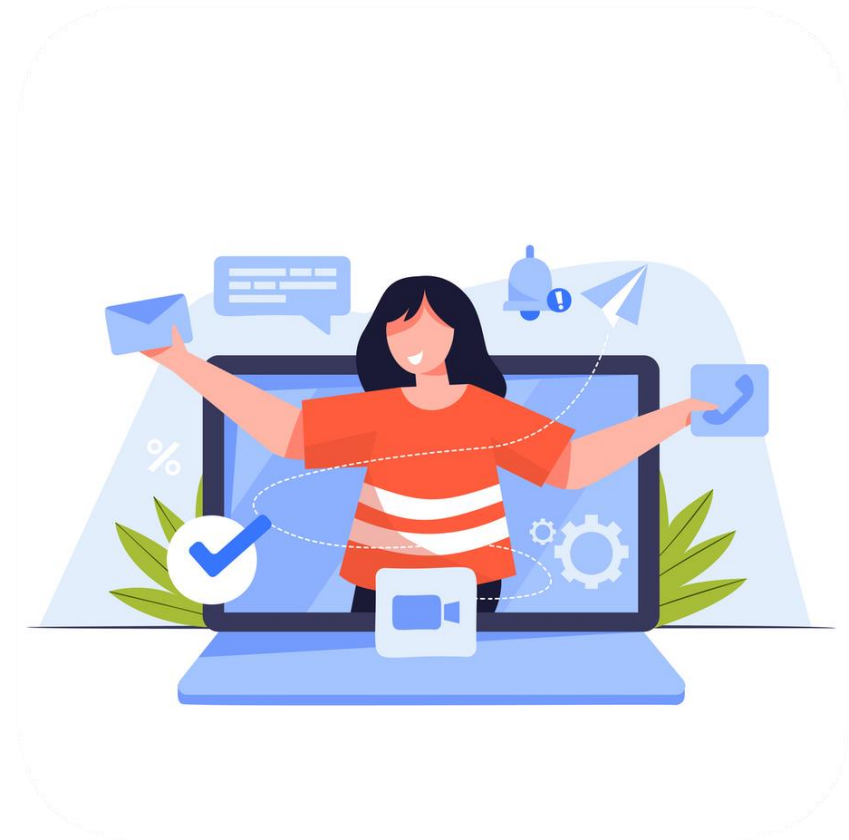
We have a look together at:

How can I prepare for a job interview?

Prepare a self-presentation.

You want to know more about this?

Watch the video "self-presentation".



Prepare answers for frequently asked questions.

You want to know more about it?

Watch the video “Frequently asked questions in a job interview”.

In the video there are tips about:

What’s the best way to answer the questions?



Inform yourself about the company.

Search important information about the company.

Look at the company website:

What products does the company have?

How many people work at the company?

What is the company philosophy?

Who are competitors of the company?

What is the name of the manager?

The interviewer sees:

You prepared well.

That proves your interest for the job.



You should also ask questions.

Prepare questions.

Questions make a good impression.

The questions show your interest and your motivation.

Here are some examples for questions:

Questions about the company in general:

Is the company planning new products?

How is the economy influencing the company?

Questions about the job or the department:

How is the training period?

How is a typical day of work?

Why is the job free?



If you can find the answers to a question by yourself online:

Don't ask the question in the job interview.

For example:

When was the company founded?

Information about something is already in the job ad:

Don't ask exactly that.

For example:

What are my tasks?

You have questions about the salary and the working time?

You usually talk about this in a second interview.

Don't ask questions about it in the first interview.

Communication situation:

Should you mention you deafness before the job interview?

There is no general answer.

Some say yes.

Some say no.

What is important:

Show:

I am independent.

I have the skills and the strengths for this job.

The focus should not be:

I am deaf.

The interpreter.

Order an interpreter for the job interview.



Maybe the employer has questions:

I hire a deaf person for the first time.

What do I have to think about?

For example:

Do I need to adapt the work place?

Will I receive financial support?

In some countries, there are support organisations for deaf employees and their employers.

They can help to answer the questions of the employer.

Organisational preparation:

Inform yourself:

How will I get to the job interview?

What will I wear for the job interview?

What clothing is appropriate?

That depends on the job and on the company.

A general recommendation is:

Elegant and formal clothes.

For example:

Elegant Jeans or trousers

A dark shirt or blouse with a jacket or blazer.

Discrete shoes.



Think about the job interview:

The job interview is over.

What was good?

What was bad?

What can I do better?

The answers will help you:

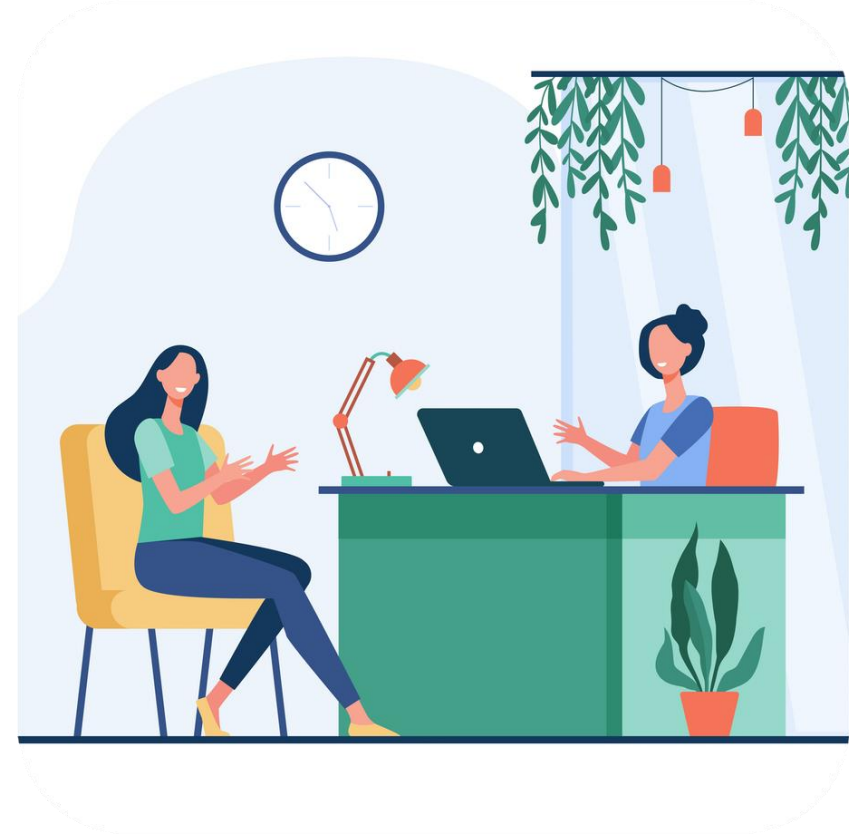
You can prepare better for the next job interview.



Anna is relieved!

She knows:

This is how I can prepare for a job interview.



Frequently asked questions at a job interview

John has his first job interview tomorrow.

He is looking forward to it.

He also worries:

What questions will the interviewer ask?



Don't worry, John.

We have a look together at:

What questions do interviewers ask in in job interview?

How can I answer the questions?

Question 1:

Please introduce yourself shortly.

Maybe you think:

The person knows me.

They read my application:

Why do they ask this question?

Yes, that's right.

Still:

This is usually the first question in a job interview.



Make a short self-presentation.

Explain motivated:

Who am I?

Why does this job fit to me?

Make the presentation in 30 seconds to 1 minute.

Explain your strengths.

What are your best characteristics?

What are your best strengths?

You want to learn more about the topic self-presentation?

Watch the video "self-presentation".

Question 2:

Why do you apply for this job?

Everybody wants to have a job.

Why do you want to have exactly this job?

Why is this job special?

Go to the company website.

Read about the aims and the values of the company.

There is something that interests you?

Mention it in the job interview.

For example:

I want to work in a young and small company.

I like to work together with everyone.



Question 3:

Why are you suitable for the job?

What strengths do you have?

Why are your strengths important for this job?

Tell about your experience.

Think:

What are the requirements in the job ad?

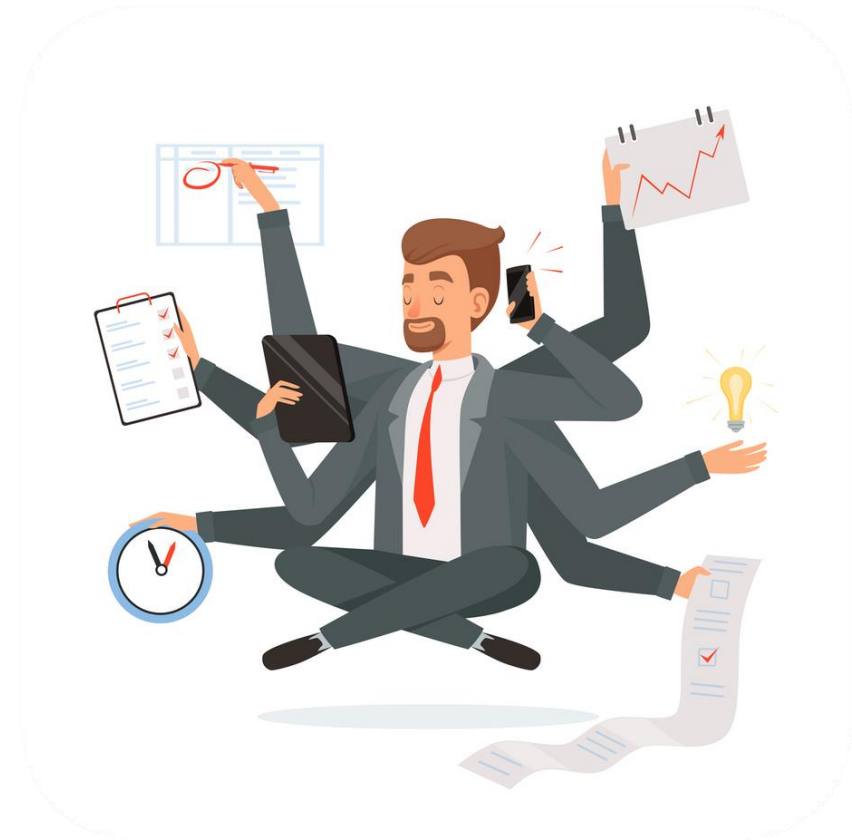
Explain why your experience fits to them.

Be honest.

You don't have a skill?

Explain:

I am motivated to learn this.



Question 4:

Where do you see yourself in 5 years?

Explain:

What do I want to reach?

For example:

I want to work in a certain department.

I want to have a leadership position.

An advantage is:

You know the goals of the company.



Question 5:

What is important for you at your place of work?

Employers want to know:

Do you suit to the company?

What is important for you at work?

What is important for you at your place of work?

Do you want to work in a big team?

Do you want to work by yourself?

What do you expect from your superior?



Question 6:

What influence will your deafness have on your work?

It is probable:

You will be asked about your deafness:

Then it's important:

Show the strengths of your deafness:

Examples for strength of deaf people are:

They are more visual.

For example:

They have an eye for details and graphics.

Deaf people work more focused.

Why?

Talking colleagues don't disturb them.

What you should not do:

Tell a lot about:

What you can't do?



Be honest about the difficulties:

For example:

In conversations with hearing people deaf people need to lip read.

They have to communicate in written language.

That can make them tired.

Ask for workplace accommodations:

For example:

A quiet room.

Working from home office.

Using sign language interpreters.

Question 7:

Do you have questions?

You can also ask questions.

Prepare questions before the job interview.

You show:

I have a big interest in the company.

You should not ask questions about these topics:

- Salary
- Sick leave

Examples for good questions are:

What development opportunities exist for employees?

Have you read something interesting on the company website?

Ask a question about it.

You want to know more about:

What questions can I ask in the job interview?

Watch the video "preparation for the job interview".



John is relieved.

Now he knows:

What questions will be asked at the job interview.

He will take time:

He will prepare answers to the questions.



Self-presentation

Anna knows:

I need to make a self-presentation at my job interview.

Anna doesn't know:

What shall I present?



Don't worry, Anna!

The self-presentation is part of every job interview.

First there is informal talk.

Then the interviewer asks you:

Please present yourself shortly.

In the presentation you explain:

Who am I?

What do I do?

What should others know about me?

The presentation shows the employer:

What does your life look like?

How well can you present?

Here are some tips for a good self-presentation:



Tip 1:

Learn to introduce yourself.

Prepare yourself well.

Then you make a good first impression.

Keep it short and precise.

Who are you?

Greet the interviewer.

Introduce yourself with your name.

In the presentation you can also mention:

What are my hobbies?

What do I like to do at the weekend?



Where are you from?

Where do you belong?

Where was your school?

Where was your apprenticeship?

This explains your background.



What is your education?

Give a short overview about your education.

Mention as well:

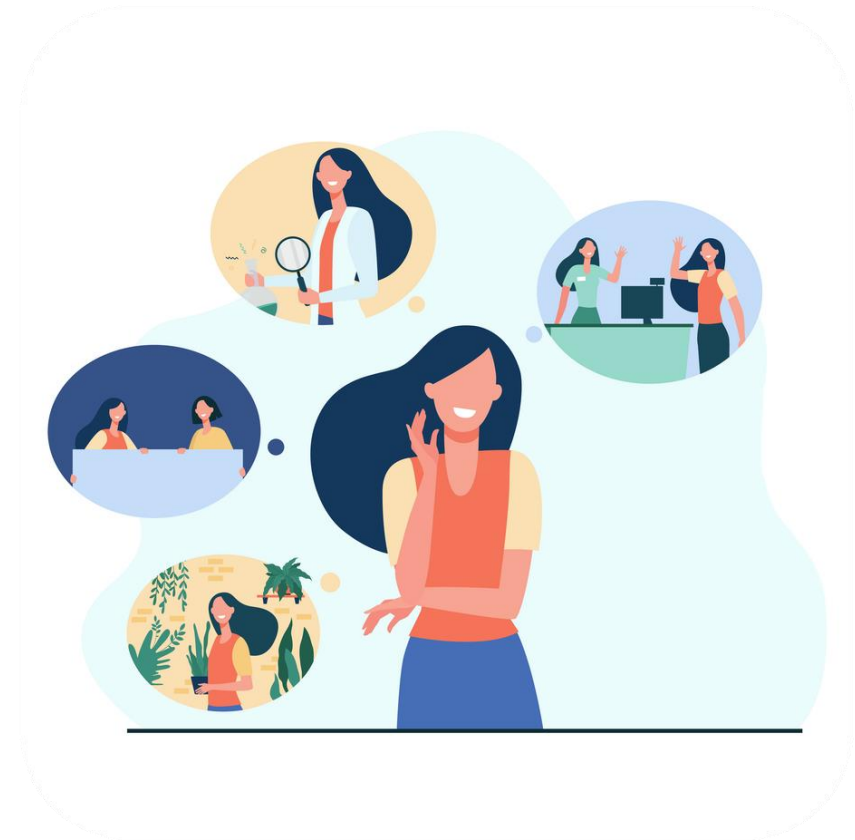
What activities did you do outside of school?



Who are you at work?

Present your work experience.

Make a structured presentation.



Tip 2:

Appropriate clothes.

Your clothes are a part of you.

Your clothes show your personality.

What you should not do:

Dress too extravagantly.



Tip 3:

Body language.

Be open and friendly.

Don't be shy.

Have an open posture.

You should not:

Cross your arms or legs.

Respect the personal space of other people.

Don't come too close unrequested.

Enter a room only, when you are asked to.



Tip 4:

The old job

Don't make bad comments about your old job or colleagues.

The interviewer pays attention:

What is your attitude?

What is your behaviour?



Now Anna knows:

What shall I tell in a self-presentation?

She will prepare a presentation.

She will practice the presentation.



First month in a new job

John is happy!

His new job starts soon.

It's John's first job.

He doesn't know:

How will his start at the company be?



Congratulations John!

You have a new job!

Soon it's your first day of work.

Maybe the company employs a deaf person for the first time.

Then the employer is a bit nervous as well.

That's way it's important:

Make a good first impression:

Here are some tips for you.

Tip 1: orientation

At the start there is an orientation time.

It lasts up to 2 weeks.

Afterwards you start your regular work.

There is something you don't understand?

Ask questions!

Don't be afraid to ask questions.

You want to make a good impression:

Be active.



Tip 2: Clothing on your first day of work

Today there are no set rules for clothing:

- Our tip:
- Elegant jeans
- nice shoes
- A dark shirt or blouse.

These are good clothes for an office job.

At some workplace you need special clothes:

At places where you make food.

For example: Cafes, bakeries, butchers, etc.

Or in the health sector:

For example: hospitals, laboratories

Maybe it is possible:

Have a look at the workplace before your start:

What clothes do the other people wear?



Tip 3: Get to know your team.

You work every day with your colleagues.

Build relationships to your colleagues.

Then you have success and fun at work.

Take your time:

Get to know your colleagues.

For example:

Go for a drink together after work.

You feel comfortable with your colleagues:

Then you are relaxed.

Then you work better.



Tip 4: Be on time and stay a bit longer

Show to your company:

I take my job seriously.

Come on time or 5 minutes before your shift starts.

Finish your day tasks.

Afterwards you leave.

Even if you need to stay 15 minutes longer.

Don't stay too long at work:

Your health is important.

You show:

I'm a serious worker.

Than your employer is more flexible.



Tip 5: Be the new person. Don't be ashamed for it.

Behave normally.

You have nothing to proof.

It is normal:

At the beginning you don't know everything yet.

Ask colleagues:

Can you help me?

Most colleagues like to help.

They feel good when they help.

Even if you are new:

You have skills and strengths.

Watch:

How do others do the tasks?



John is thankful for the tips.

He is happy:

Soon he will start his new job.

He wants learn more about the company and his tasks.

He wants to get to know his colleagues.

