**CAREER OPPORTUNITIES**

Your name, address and date

**HERE ARE BASIC GUIDELINES ON HOW TO APPROACH AN INTERVIEW**

**First impressions count** – if you are lucky enough to be invited for a personal interview, use it to the best of your ability. Pay attention to clothes and grooming. Despite all that has been set about freedom and individuality, most companies prefer a fairly conservative look for their employees.

Your *curriculum vitae* provides a potential employer with a summary of your qualifications for a particular job. In short, your CV, accompanied by a letter is the starting point on the way to an interview.

**HOW TO PREPARE A CURRICULUM VITAE**

Know exactly the type of work you are looking for, then write a CV that fits the job descrip­tion. Start with the most recent job.

Supply biographical details: name, birthdate, and marital status, etc.

Supply your addresses: the home and postal address, the relevant telephone numbers (*cell phone number if available*) and e-mail address.

Keep details about education simple.

Summarize your career experience

**CAREER EXPERIENCE**

Give a short summary of your main experiences and accomplishments. The information should prove that your job objective is realistic. Always be honest. Do not use incorrect dates. Include any in-house courses you have completed with past employers.

Remember that your curriculum vitae is an advertisement.

To complete the CV attach copies of your ID-document and drivers license (*if and when applicable*)

There are many people and organizations who can offer you good advice. They know what the skill shortages are, and they will be able to direct you.