E N T E R I N G T H E W O R K I N G W O R L D

Job Hunt

 Seeking employment is a very important matter that should be given careful thought.

Although you need to work to live, you need to be in a job that pleases you. Remember most of

your time will be spent at the work place.

 When seeking a job, therefore think carefully about what you are capable of doing

according to your qualification and what you hope to achieve in the future. You will be led to

think about the type of organization you would like to work in- one that will satisfy your need

and provide an opportunity for progress.

1. Advertisement in Newspaper and Magazines
2. Ministry of Labour and Cooperative Websites
3. Employment Agencies
4. Advertisement on radio and television
5. Friends already at work whose employers need additional staff
6. Casual applications to organizations you think need employees.

 Advertisements can also be found at the employment exchange any government offices

established to collect and supply to the unemployed information about job vacancies, on notice

boards at stores and shops, work such as store clients, domestic helper and gas station attendant.

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ENTERING THE WORKING WORLD

WHAT TO LOOK FOR

 If the advertisement states that you should write giving details, you could apply by

sending a curriculum vitae this term is used interchangeably with the word resume along with a

cover letter. Letters and curriculum vitae can be typed or written by hand, but sometimes the

advertiser might ask that it be in your own hand writing.

 Carefully read the advertisement if you need more information don’t be afraid to

telephone the company for further details- some details could be where the company is located,

or what the job involves, make sure to follow the procedure stated for applying for the job. You

could be asked for a cover letter, curriculum vitae (Resume) to fill out an application form or

write giving details.