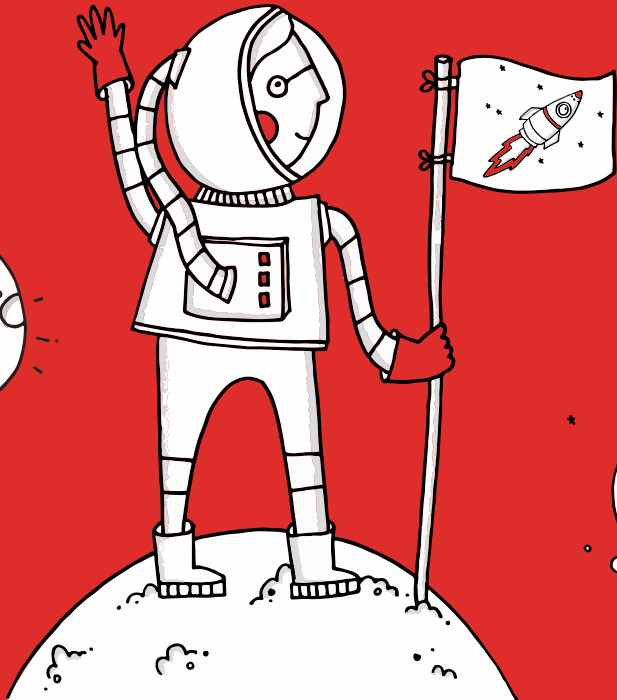
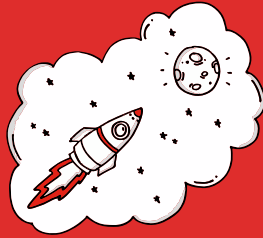
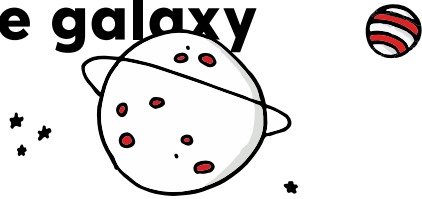


the job seeker's guide to the galaxy





the job seeker's guide to the galaxy

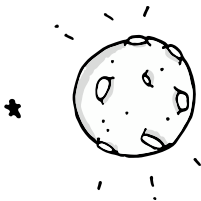


Hey job seeker! Are you hunting for a job but need a hand?

You've come to the right place. In our Job Seeker's Guide to the Galaxy, you'll find answers to all your questions, step by step, in an easy-to-read way.

Resume samples, cover letter tips and interview hacks. Worth its weight in gold, all in a single bundle.

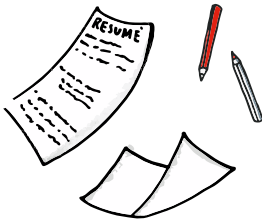
Read our free e-book and get that job of your dreams!



content

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The first step to skyrocketing your career



Chapter 3

Discover the power of a cover letter



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Chapter 2

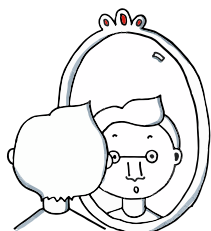
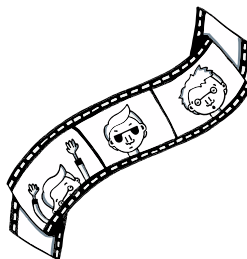
Write a perfect resume

Chapter 4

Leave a trail with a personal website

Chapter 5
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„I FEEL SO CONFIDENT!“

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Chapter 6
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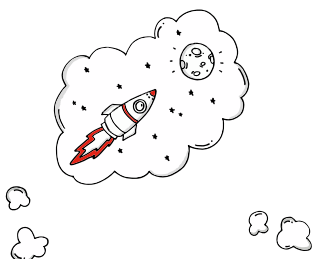
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Shine bright at the
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„AT THE INTERVIEW.“

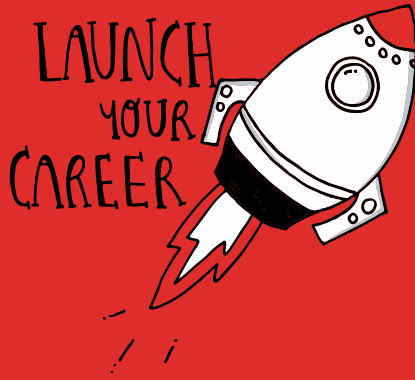
„NOPE, NOT ANYMORE.“



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Chapter 8
Shortcuts on your
journey to the
stars

CHAPTER



1



the first step to skyrocketing your career

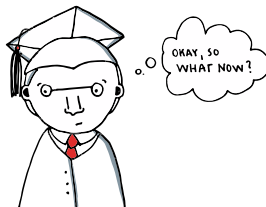


Looking for a job is a toughie even if you have a clear goal, let alone if you can't fathom what your dream profession might be. Discovering what you want to do for a living can be one of the hardest things in life. Especially, if you keep hearing all these motivational speeches telling you: *"Only do what you love!"*

Yet, what if you love skiing but don't have the means to become a professional athlete at the age of twenty-four? Sometimes it's simply too late. Focus on who you are now and remember:

Everybody is good at something (Even you!).

You may be at the beginning of your professional journey or perhaps you're switching careers. Whichever it is, don't panic! We can help you with both.



WHAT IF I DON'T KNOW WHAT JOB TO LOOK FOR?

— Do some research and make a list of jobs that might interest you. It always helps if you studied something you really want to be doing. Still, many graduates—especially liberal arts and humanities majors—don't even know if they're actually useful, let alone what their dream job might be.

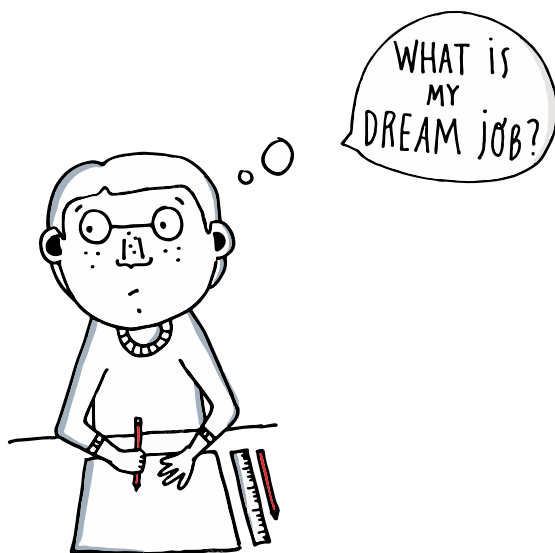
— Create your personal mind map. Pick two or three things you're good at, make a list of the personality traits and qualities that define you. Work on improving those. Don't forget to consider past experience and extracurricular activities you enjoyed (and were good at) when you were still at school.



WHAT IF MY DREAM JOB IS IN A COMPLETELY UNRELATED INDUSTRY?

— If you're a fresh graduate with next to no experience, it might be tricky to make someone to hire you. With no way of proving you have what it takes for the job, you have to be resourceful.

— In theory, it's quite straightforward. Learn the skill you lack and depend primarily on your transferrable skills. Find an internship or a volunteering position. Do some freelance work or get a part-time in the field.



HOW AM I SUPPOSED TO ACTUALLY FIND A JOB?

— There are plenty of sites with loads of job offers updated on an hourly basis. Still, some organizations don't advertise their job openings on regular job sites. It's best to visit their website and check the vacancies. Even if they don't have any positions available, send them an email. You want to let them know you're interested in working with them.

— If you want to score a job in your field of study, you can also ask for more information at your university's career center. Or perhaps get a recommendation from one of your favorite professors.

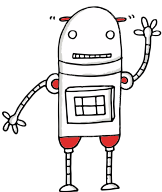
— Networking is a great way to find a job. Ask your friends, colleagues, classmates, or simply browse through the profiles on LinkedIn. Sorry, you'll probably have to make some friends after all.



KINDERGARTEN TIMES



WHEN
I GROW UP,
I WANT TO BE
AN ASTRONAUT!



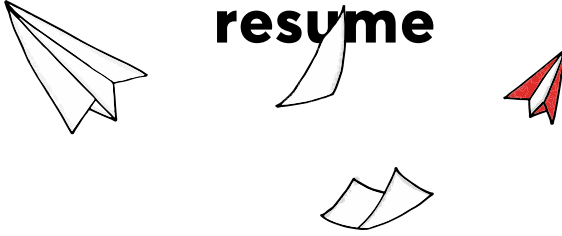
— find more tips [here](#)

CHAPTER



2

write a perfect resume



Your resume is like a business card that can briefly introduce you to a potential employer. Even though most people struggle with writing a resume, it's actually the easiest part of job hunting. Don't panic. All you have to do is to follow a set of simple guidelines and you'll be alright. Keep reading and see that resume writing can be a good fun.



HOW LONG SHOULD MY RESUME BE?

— There is no universal answer. It depends on several factors:

- EXPERIENCE

- *THE INDUSTRY*

- THE COUNTRY WHERE YOU'RE

- APPLYING

— Having said this, single-page resumes dominate today's job market. The reason is obvious. Since there is a higher demand on jobs than the supply, hiring managers have grown quite picky when selecting potential candidates. If the first page of your resume doesn't grab their attention, they won't continue reading.

— On average, recruiters spend around 6 seconds reviewing a resume. To improve your chances, you have to be clear and concise—keep only the most relevant information. You can always provide further details when you get an interview.

— On the other hand, if you have a lot to say and you absolutely believe it's relevant, don't squeeze it into a single page by using small fonts and sacrificing the layout.