

**1. STEP: IDEAL JOB DESCRIPTION**

Where do I really want to work?  
What do I want to do?

**2. STEP: PERSONAL / PROFESSIONAL “SWOT”** (STRENGTHS & WEAKNESSES)

What makes me stand out?  
What makes me unique on the job market?

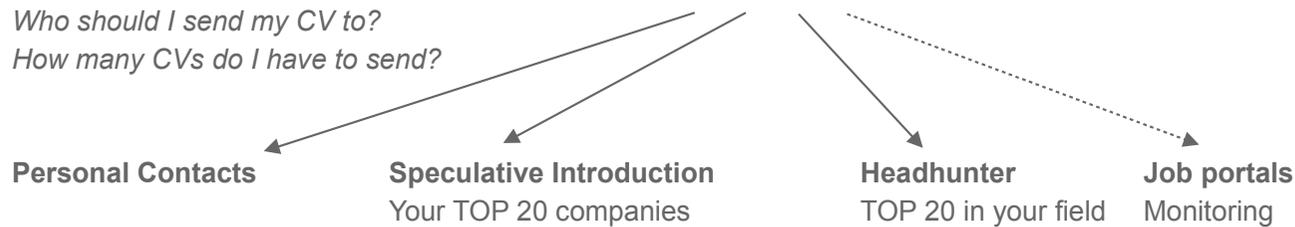
**3. STEP: ADAPT YOUR PROFILE / CV TO THE JOB DESCRIPTION**

What is important to those who will be reading my application / profile?  
Do I need another language version? How's my cover email?

**4. STEP: APPLICATION =**

Who should I send my CV to?  
How many CVs do I have to send?

**GENERATING JOB OFFERS**



**TIPS:**

Treat the job hunting process like a project: establish a time line and milestones.  
Track your progress! Here's an example. Ask your Career Angel to give you access to it!

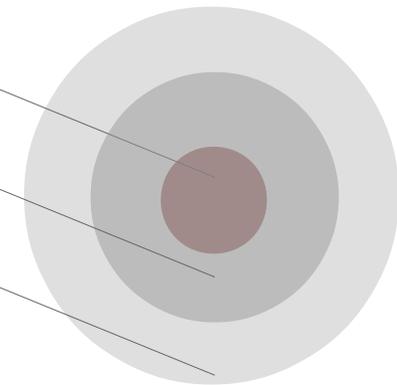
Company	Website	First name	Last name	Position	E-mail Address	Link to profile	Contact History

**Complexity (& duration) of a job hunting process**

**Standard:** you are looking for a job in line with your experience, competences & interests

**Medium:** you are looking for a job in line with your competences, outside your key industry

**Difficult:** you are looking for a job that is outside your core experience and industry. It is possible, but requires planning



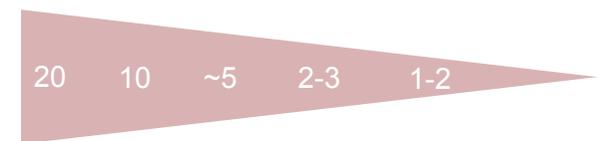
**Online Presence Key Support Role**

Most people who will receive an application from you will google you and check your e.g. LinkedIn – right away or before the interview. What will they find? Are your CV and profile coherent? Is it professional? Does it have mistakes? Is the picture appropriate?

**Will you get a second chance for a first impression?**

**Generating Job Offers Statistics**

**Standard:** Every 20 applications (perfect CV, well-written cover email, right decision maker) should generate a response rate of 50% = 10 people. 5 answer will probably be negative, another 5 (rather) positive. You should receive 2-3 interview invitations and, assuming that you've well-prepared, ideally 1-2 job offers.



**Medium & Difficult:**

Talk to your Career Angel to evaluate your chances and discuss how you'd have to modify the numbers to generate job offers. Big changes will require more patience and persistence. Be prepared!