



GUIDE:

THE JOB SEARCH PROCESS

From job advertisement to a targeted CV and job application

1

DECODE AND UNDERSTAND

Read the job ad thoroughly

Research the company and try to understand their needs

What is it that they actually need?

2

QUESTIONS

Use your personal and professional curiosity to outline relevant questions based on the job ad

3

ANSWER YOURSELF

Try to find the answers to the questions yourself

For instance, use Google, the company's website, LinkedIn, Facebook and Infomedia 4

ASK OTHERS

Let others help you answering those questions that are still not clear to you

It's especially in the dialogue with the company, you may get some really important insights

5

APPLICATION AND CV

Use your knowledge from the previous 4 steps to write a targeted application and CV

Focus on the important themes you found in the job ad