



JOB SEEKING GUIDE

BY ITALY, PORTUGAL,
SERBIA, TURKEY, LATVIA

TEJM - TALENTED
ENTREPRENEURS JOB
MARKET

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INTRODUCTION

TALENTED ENTREPRENEUR IN JOB MARKET is a project funded by the Erasmus + program of the European Commission and coordinated by the Ipsar Carnacina School in Italy involving partners from Serbia, Turkey, Latvia and Portugal.

The goal of the project was to provide young people with skills to navigate the new job market, develop creativity as much as possible and create a Start-Up.

The network was made up of the following schools:

- Daugavpils Tirdzniecības skola in Latvia
<http://www.dttt.lv/>
- Srednja poljoprivredno prehrambena škola
<https://www.poljskolaruma.edu.rs/about-as.html>
School presentation
The activities
- Escola Secundária Rocha Peixoto in Portugal
<https://www.esrpeixoto.edu.pt/>
The conception of the project's logo
- Adana Anadolu Lisesi in Turkey
<http://adanaanadolulisesi.meb.k12.tr/>

The collaboration between our schools is driven by the desire to share professional, communicative and relational skills that enable the students of our schools to identify or create opportunities for themselves in the European area.

We planned 5 training meetings with students where we developed and implemented our goals

- The first one was in March 2022 in Italy at the Ipsar Luigi Carnacina. We dedicated this meeting to the presentation of the fields of study, to the analysis of the similarities and differences between economies and labor markets of the 5 partner countries, along with statistics on sector-by-country unemployment rates, so that gaps and opportunities can be identified;

<https://tejm.europole.org/2022/03/05/c1-italy-meeting-our-first-day/>

<https://tejm.europole.org/2022/03/05/2nd-day-of-the-c1-meeting-in-italy-march-2022/>

[Female entrepreneurs](#)

[Impression on Italy](#) by Portugal

[Serbian students in Italy](#)

[Italian students](#)

[Turkish team](#)

- The second meeting was in May 2022 in Portugal at the Escola Secundária Rocha Peixoto and we saw the implementation of presentations and seminars on literacy skills;

<https://tejm.europole.org/2022/05/09/c2-meeting-at-the-escola-secundaria-rocha-peixoto-in-portugal/>

[Project dissemination in Portugal](#)

<https://tejm.europole.org/2022/05/18/thank-you-escola-secundaria-rocha-peixoto/>

[How to introduce yourself for a job interview](#)

[Role play - business simulations](#)

- The third in October 2022 at Srednja poljoprivredno prehrambena škola in Serbia we made presentations and workshops on life skills;

<https://tejm.europole.org/2022/10/08/c3-meeting-in-ruma-serbia-day-1/>

<https://tejm.europole.org/2022/10/09/c3-meeting-in-ruma-serbia-day-2/>

[Job application](#)

- The fourth meeting was in Turkey at Adana Anadolu Lisesi in February 2023 but it was not possible to carry out the activities due to the earthquake;

[Our thoughts and prayers](#)

- The fifth in Latvia at Daugavpils Tirdzniecības skola we saw the put into action of the skills acquired in the launch and promotion of a start-up.

<https://tejm.europole.org/2023/05/09/c5-seminar-in-daugavpils-latvia-8th-may-2023/>

<https://tejm.europole.org/2023/05/10/c5-seminar-in-daugavpils-latvia-9th-may-2023/>

<https://tejm.europole.org/2023/05/11/c5-seminar-in-daugavpils-latvia-10th-may-2023/>

<https://tejm.europole.org/2023/05/12/c5-seminar-in-daugavpils-latvia-11th-may-2023/>

<https://tejm.europole.org/2023/05/13/c5-seminar-in-daugavpils-latvia-12th-may-2023/>

CHAPTER I

MARKETS ANALYSIS

ECONOMY IN LATVIA

Latvia is a member state of the European Union. The country fulfilled the Maastricht criteria and joined the Eurozone on January 1, 2014. Since 2016 it is a member of the Organization for Economic Co-operation and Development (OECD). Strict fiscal discipline got Latvia out of the global financial crisis of 2008. The national credit rating reached a stable A- by 2014. Unemployment decreased to a single-digit number by summer 2014. According to the World Bank, the annual GDP growth from 2011 to 2019 was on average 3%.

ECONOMY SECTORS

Four cornerstones of the Latvian economy are agriculture, chemicals, logistics and woodworking. Other prominent sectors include textiles, food processing, machinery production and green technologies. Agriculture enjoys the fertile soil and temperate climate of Latvia. It is the traditional trade of Latvians and is still relevant today. Grain makes up a third of the sector. Chemical industry relies on highly educated human resources.

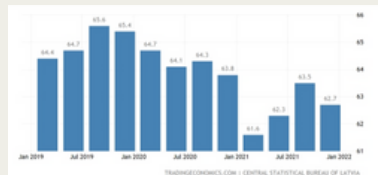
Pharmacy, recycling, eco-friendly chemicals and bio cosmetics are manufactured in Latvia and widely exported abroad. Medicinal discoveries are among the highlights of the Latvian chemical industry. Logistics is well established thanks to the geographic location of Latvia. Ports, rails and roads of Latvia have always linked Europe and the rest of the West with the East. Airport of Riga provides European and transcontinental flights to almost a hundred destinations. Woodworking thrives on the green gold of Latvia. Half of the country is covered by lush forests, some of which are cut and exported. Raw lumber and manufactured products are a notable component of Latvian exports. High-tech electronics, information technologies and design form the new success stories of the Latvian economy. Innovations made in Latvia are highly appreciated in the world markets.

Most demanded professions in Latvia:

- Tourism
- Business
- Pharmacy
- Manufacturing
- IT-technology

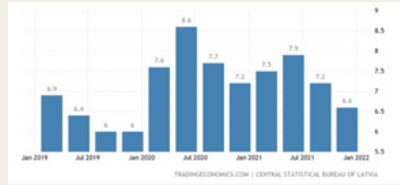
Employment rate:

Employment Rate in Latvia decreased to 62.70% in the fourth quarter of 2021 from 63.50% in the third quarter of 2021.

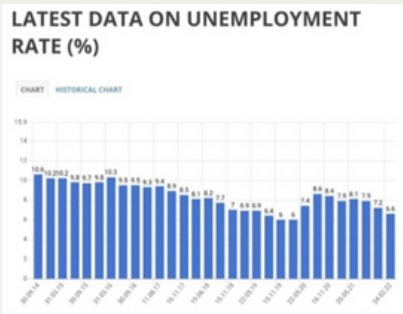


Unemployment rate:

Latvia's unemployment rate eased to 6.6% in the fourth quarter of 2021 from 7.2% in the previous quarter. It was the lowest jobless rate since fourth quarter of 2019 as the number of unemployed declined by 1.4 thousand to 66.5 thousand.



The number of inactive people fell by 11.7 thousand to 446.9 thousand. A year earlier, the unemployment rate was higher at 7.2%. Considering the full 2021-year, Latvia's unemployment rate stood at 7.6%. Unemployment Rate in Latvia decreased to 6.6% in the fourth quarter of 2021. The maximum rate was 21.3% and minimum was 5.3 %.



Indicator	Data	Period
Unemployment Rate	6.6 %	4Q/21
Youth Unemployment Rate	10.9 %	Jan/22
Employed Persons	864 Thousand Person 0.864 Million Person	4Q/21
Employment Change	-2 %	3Q/21
Employment Rate	62.7 %	4Q/21
Full Time Employment	765 Thousand Person	3Q/21
Long Term Unemployment Rate	2.4 %	3Q/21
Part Time Employment	67.2 Thousand Persons	3Q/21

SERBIA



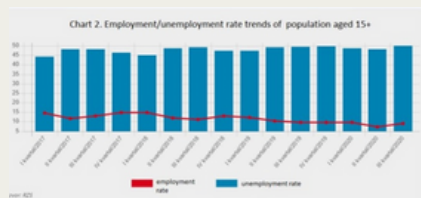
Reasons of unemployment

- Companies reduce costs by reducing the number of employees;
- Employers consider tax and contribution rates to be high;
- Low level of development of certain regions in Serbia;
- Some branches of the education system are not in line with market needs;
- Poor education of youth and other citizens.

Unemployment in Serbia (2014-2015)

Year		2014			
Quarter		Q1	Q2	Q3	Q4
Percentage of unemployment		21,3	20,9	18,1	17,3

Year		2015			
Quarter		Q1	Q2	Q3	Q4
Percentage of unemployment		19,2	17,9	16,7	



Employment/Unemployment rates (2017-2020)

Occupations with the highest employment rate:

- IT sector;
- Engineering;
- Medicine;
- Law;
- Information and communication technologies;
- Construction sector;
- Architecture;
- Agriculture;

Agriculture in Serbia:

Number of people involved in agriculture as a basic economic activity is higher than for any other branch of the economy in Serbia.

Automotive (car) industry:

This industry faces many challenges, such as the closure of production facilities and the disruption of the global supply chain due to the global crisis.

- Serbia is one of the most desirable investment destinations in the region for foreign car companies;
- The automotive industry is currently one of the most prominent sectors in Serbia;
- The accompanying automotive industry is one of the most promising sectors in the regions.

Foreign investments in Serbia:

Thanks to the demanding economic reforms it has implemented in the previous period, Serbia has positioned itself as one of the most important destinations in Central and Eastern Europe.

According to the latest report "IBM Global Location Trends 2019", for the third year in a row, the Republic of Serbia is the world leader in the number of jobs created through foreign direct investment (FDI) projects in 2018, and observed in terms of population.

Economic development plan through education:

The main goal of education is raising the level of competence, competitiveness and employability of the unemployed by acquiring additional knowledge and skills to perform work within the same or new occupation, in accordance with the needs of the local labor market and employers as well as the identified needs of people.

Young people believe that in order to reduce unemployment in the Republic of Serbia and encourage their readiness to start their own business in order to reduce it, the state should play a key role through: favorable loans, education and laws / regulations related to young people as entrepreneurs.

Retraining or additional training is necessary and must be adjusted to market requirements, and therefore educational institutions have the most responsible role in implementing these processes, with adequate state assistance, in order to get the most trained workers and professionals.

ECONOMY IN ITALY

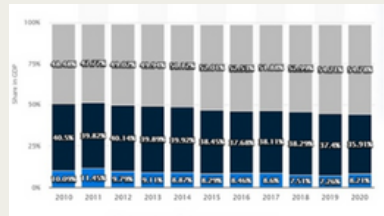
The Italian economy is one of the largest in the world by size; in 2012 it was eighth for nominal gross domestic product and tenth for purchasing power parity. Italy is also a country strongly oriented towards foreign trade, being 10th in the world for value of exports and 12th for value of imports. In 2017, the average gross monthly income per capita was € 1,852.16 while the average net salary per capita exceeded € 2,215. Moreover, in 2014, according to central bank data, Italy holds about 5% of global net wealth and is in seventh place just behind France, Germany and Great Britain with \$12.58 trillion. For average net wealth per capita it is thirteenth in the world and third as median.



Primary sector: agriculture and livestock

Agriculture

The Italian agricultural area is 17.8 million hectares, of which 12.7 are used. The agricultural area used is mainly concentrated in the South (45.7%). In 2010, the total value of agricultural production was 48.9 billion euros. As for plant production, which accounts for 25.1 billion, the major products in terms of value were wine, maize, oil and tomatoes. In terms of quantities produced, however, the main products of Italian agriculture are maize (84 million quintals), tomatoes (66), durum wheat (38) and wine grapes (35). As of 2016, the turnover of the agri-food sector was estimated at a value of 130 billion euros, employing about 385,000 people. The aggregate turnover of companies in the sector in 2017 was around 135 billion euros.



Livestock

In the production sector (animal origin food), cow and buffalo milk stand out, together with beef, pork and poultry. Cattle are the weak point of Italian breeding, while the one of sheep and goats is stable; instead, pigs, rabbits and poultry's market is expanding.



Secondary sector: industry, construction, crafts

The specificity of the Italian industry consists in processing and producing products, mainly in small and medium-sized family-owned companies. Mechanical industries (cars, motorcycles, etc.), defense (helicopters, defense systems, etc.), chemical (Enichem, SNIA, pharmaceutical), electronics, fashion, textile, leather, furniture, shipbuilding, metallurgical and agri-food are the most relevant for the Italian economy. Historically, the construction industry and related processing industries (mining, cement, etc.) have a considerable importance in the Italian economy.



The major industrial production are located in Lombardy, Piedmont, Veneto and Emilia-Romagna regions. The North has traditionally been the core of Italian industry. Currently the Italian industry is strongly oriented to the motor engineering, shipbuilding, chemical, rubber, metallurgical, pharmaceutical, energy, defense and agri-food sectors. Petrochemical industry is important as well.

Tertiary sector: services, finance, tourism

In Italy, services represent the most important sector of the economy, both for the number of employees (68% of the total) and for added value (71%). Furthermore, the sector is by far the most dynamic, given that over 67% of new businesses are born in it. Very important activities in Italy are tourism, trade, services to people and businesses. The latter activity is more developed in large cities and in the most economically advanced regions. The banking sector experienced, especially in the first decade of 2000, a decrease in the number of employees, above all due to the spreading of new information technologies. The financial sector, however, retains a central role in Italian capitalism as, often, banking groups are owners of important industries, insurance companies, real estate and publishing groups.



Exports

Exports are mainly directed to the countries of the European Union, including Germany (12.8%), France (11.2%), Spain (6.6%) and the United Kingdom (5.3%). The share of exports to the United States is 6.5%. The main Italian exports concern machinery and equipment textile products, clothing, leather and accessories, base metals and metal products, means of transport and food products, drinks and tobacco. Many famous Italian products in the world are what we commonly refer to as "Made in Italy".



In the food sector, the country excels in wines, pizza, cheeses and cured meats. Many of these high quality products in which Italy has specialized are often classified as "DOC" (controlled denomination of origin).

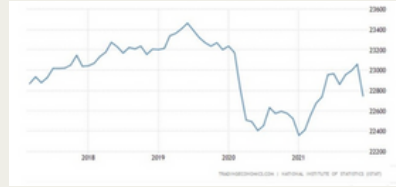
In the field of armaments, Italy is the eighth country for exports of defense systems and weapons and second for small arms. Italy also has its importance in shipbuilding field, with companies such as Fincantieri. However, Italian exports also operate in other sectors such as the car production and home components, one of the world leaders in the production and export of mopeds, with companies such as Piaggio, Aprilia and Ducati. Italian exports also cover sectors such as household appliances or in the field of electronics.

Imports

Imports concern in particular means of transport (12.24%), chemicals and substances (8.98%), base metals and metal products (8.65%), crude oil (8.50%) and computers, electronic and optical devices (7.89%). There are also substantial imports in the textile (7.65%) and food (7.88%) sectors. 16% of imports come from Germany, followed by France (8.6%), China (6.2%), the Netherlands (5.3%), Libya (4.6%) and Russia (4.3%), the latter two due to imports of gas and oil, of which Italy is almost entirely devoid.

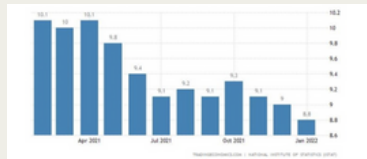
Employment

The Employment Rate in Italy increased a little, especially considering the data from August 2021, after a long decrease during 2020. The number of employed people in Italy decreased again to 22.745.920 in December of 2021 from 23.058.760 in November of 2021.



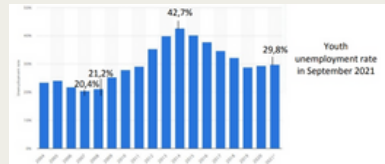
Unemployment

The unemployment rate in Italy is actually 8,8% (January of 2022); in the previous month, instead, it was 9%: these are the lowest since May of 2020. The number of unemployed people increased by 51 thousand to 2.2 million. Probably the situation is getting better, considering also the post-pandemic circumstances.



Youth unemployment

The problem of unemployment in Italy became critical in the first years of the financial crisis (that started in 2008): it affected the whole Italian working population, but particularly the youngest part of the labour force. The unemployed individuals between 15 and 24 years (2008-2014) increased by more than 15 percentage points. Even if it seemed to get better (2014-2019), youth unemployment is still around 30%.



ECONOMY IN TURKEY

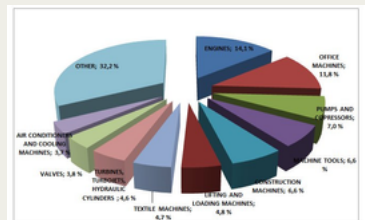
The economy of turkey is an emerging market economy, as defined by the international monetary fund. Turkey is defined by economists and political scientists as one of

The world's newly industrialized countries. With a population of 83.4 million as of 2021, turkey has the world's 20th-largest nominal gdp, and 11th-largest gdp by ppp. The country is among the world's leading producers of agricultural products, textiles, motor vehicles, transportation equipment, construction materials, Consumer electronics and home appliances.

Over the past 20 years, there have been major developments in the economic and social aspects of turkey's economy. There have been increases in employment and income since 2000. Turkey has recently slowed down in its economic progress, due to significant changes in external and Internal factors and a reduction in turkey's economic reforms. Environmentalists have said the economy is too dependent on construction.

Industry in Turkey

Turkey is an emerging market economy and often classified as a newly industrialized country. The Turkish industry continues to grow regularly, thanks to its geopolitical position, its young and dynamic workforce, and State incentives for local and foreign investors.



The industrial vision of Turkey is; increasing the competitiveness and efficiency of Turkish Industry and expediting the transformation to an industry structure which has more share in world exports, where mainly high-tech products with high added value are produced, which has qualified labor and which at the same time is sensitive to the environment and the society.

Manufacturing is the most important sector, holding 84% of total production. The biggest segments within Manufacturing are: food products, textile and apparel, motor vehicles, basic metals and fabricated metal products, plastic products, chemicals and chemical products, electrical equipment.

The textile and clothing sector has a very high share in the total production, employment and exports in the country. Turkey is 7th largest textile products exporter and 4th largest clothing exporter in the world.

The iron and steel sector in Turkey is of great importance for the general performance of the manufacturing industry due to its increasing production capacity, export potential and the inputs it provides to other sectors.

The Automotive Industry of Turkey has made significant steps in quality management, global competition, R&D and technology management, and highly skilled human resources.

Turkish Defence Industry grew steadily in the last decades. Arms exports of Turkey increased to 3 billion US dollars in 2019, holding 14th rank in the world.

Agriculture in Turkey

Agriculture is still the occupation of the majority of Turkish people, despite the share of industry and services are raising constantly. Turkey is one of the few self-sufficient countries in the world in terms of food. Turkey's fertile soil, adequate climate, and abundant rainfall permit growing almost any kinds of crops. The farming is conducted in all of the regions in Turkey, but it's less practiced in the mountainous eastern regions where the main activity is based on animal husbandry which has a share of one-fourth of the gross value of the total agricultural production.

The rapid industrialization of Turkey after 1930's and government policies caused agriculture's share to decline in overall income. The share of the agricultural sector in the GNP was almost 50% in 1950, then 25% in 1980, 15.3% in 1990, 11% in 2005, 8% in 2016. This caused the fall of economic standards of the farmers and contributed to emigration from rural to urban areas.

But in 1990's, the State encouraged the farmers to adopt modern techniques with the mechanization and has provided infrastructural conveniences for irrigation and cultivation contributing to the development of the agricultural sector. The most important of these projects is the Southeast Anatolia Project (GAP)

The agricultural sector is currently undergoing a restructuring process in order to achieve harmonization with the EU regulations. Turkish farmers enrolled in the Farmer Registry System receive Direct Income Supports from the government, a premium system is practiced, and they receive chemical fertilizer support and diesel fuel support, as well as training for the latest agricultural techniques. The Agricultural Bank of Turkey (Ziraat Bankasi) provides most loans to farmers and cooperatives, much of the World Bank's lending for agricultural projects in Turkey is channeled through this bank.

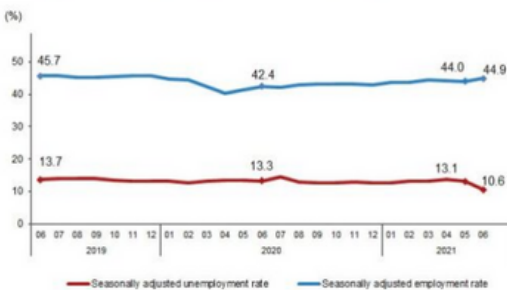
Trade Turkey

Turkey's biggest export products by value in 2020 were cars, automotive parts or accessories, trucks, refined petroleum oils and jewelry. In aggregate, those major exports account for 15% of overall exports sales from Turkey. That percentage suggests a relatively diversified range of exported goods.



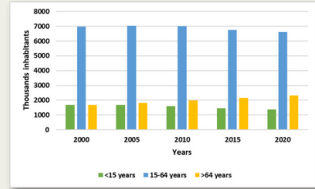
UNEMPLOYMENT- EMPLOYMENT RATE OF TURKEY

Unemployment and employment rate, June 2019-June 2021

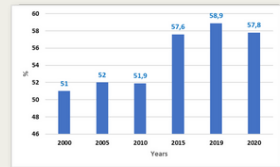


ECONOMY IN PORTUGAL

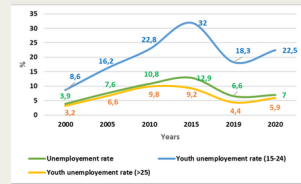
Portugal's total population was, in 2021, 10.344.820 inhabitants, 23,4% of which consisted of people over 64 years of age. While the oldest population has been increasing since 2000, the youngest, those under 15 years of age, has been decreasing, now representing only 13% of the population.



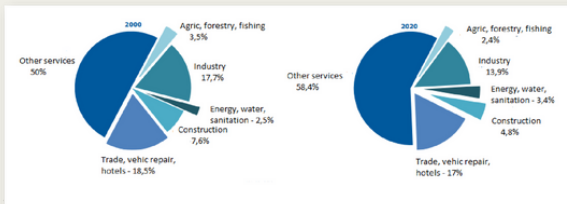
The activity rate has always been above 50%, having suffered a major increase from 2015 onwards, although in 2020, due to COVID-19, it suffered a slight decrease.



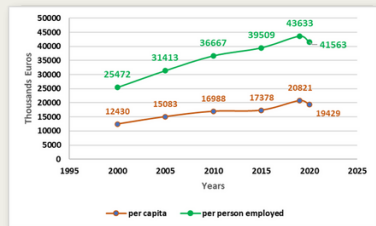
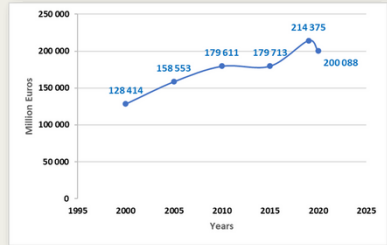
Portugal's biggest problem with regard to the unemployment rate has to do with youth unemployment, especially among the youngest (15-24).



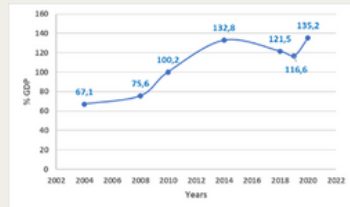
The sectorial structure of the Portuguese product that the graph shows for the years 2000 and 2020, allows us to see the increase in the third sector (68.5% to 75.4%), and the consequent decrease in the second (27.8% to 22.1%) and first (3.5% to 2.4%) sectors, which despite being typical of a developed country, proved not to be the ideal structure in pandemic situations such as COVID-19.



Due to the pandemic, the growing trend that Portuguese GDP had been showing suffered a setback in 2020, which obviously also influenced the per capita and per person employed values.



Portugal has a very high Public Debt, reaching 135,2% of GDP in 2021



CHAPTER II

LIFE AND LITERACY SKILLS- DEVELOPING ESSENCIAL SKILLS FOR JOB SEEKERS

Introduction:

In today's fast-paced and competitive job market, possessing the necessary technical skills have become more important than ever before. Employers now seek candidates who possess a range of essential life and literacy skills that go beyond mere qualifications and experience, as they are essential for success in the modern workplace. These life skills, often referred to as soft skills, enable individuals to navigate the workplace effectively, collaborate with others, and adapt to changing environments. This guide explores various strategies and approaches for job seekers to acquire and enhance their skills, equipping them with a valuable asset in their pursuit of professional opportunities.



Development:

Literacy skills are the foundation upon which job seekers build their careers. In an era where information is abundant and technology is pervasive, the ability to navigate complex written materials, comprehend instructions, and effectively communicate ideas is vital. Proficient literacy skills enable job seekers to:

- **Understand Job Postings:** Job seekers need to decipher job descriptions, requirements, and qualifications accurately. A strong command of literacy skills enables them to comprehend these documents, ensuring they understand the role and responsibilities of the position they are applying for.
- **Create Compelling Resumes and Cover Letters:** Crafting persuasive resumes and cover letters requires the ability to convey information concisely and effectively. Literacy skills play a crucial role in writing clear, coherent, and error-free documents that effectively showcase a job seeker's qualifications and experiences.
- **Engage in Effective Communication:** In the workplace, effective communication is vital for collaborating with colleagues, presenting ideas, and resolving conflicts. Literacy skills enable job seekers to express themselves clearly, listen attentively, and engage in meaningful conversations, fostering positive relationships with employers and colleagues.

This guide aims to provide a comprehensive guide on acquiring and developing life skills for job seekers:

1. Communication Skills: Effective communication is a fundamental life skill that is highly valued by employers. To enhance communication skills, job seekers should:

a) Practice active listening: Paying attention to others and actively engaging in conversations helps foster effective communication and demonstrates respect for others' viewpoints.

b) Develop verbal and non-verbal communication: Expressing ideas clearly, using appropriate body language, and maintaining eye contact are crucial aspects of effective communication.

c) Enhance written communication: Improving writing skills by practicing concise and coherent written expression through various mediums, such as emails and reports, is essential in today's digital world. Is important also reading and writing regularly to nhances vocabulary, improves comprehension, and exposes individuals to diverse writing styles and perspectives.

2. **Problem-Solving and Critical Thinking:** Employers greatly value candidates who possess strong problem-solving and critical thinking abilities. To develop these skills, job seekers should:

a) **Analyze and evaluate situations:** Approach challenges with a critical mindset, break down complex problems into smaller components, and evaluate potential solutions based on logical reasoning.

b) **Seek alternative perspectives:** Considering various viewpoints and embracing diversity of thought helps in identifying innovative solutions and making informed decisions.

c) **Continuously learn and adapt:** Engage in continuous learning through reading, seeking knowledge from diverse sources, and staying updated with the latest industry trends to enhance problem-solving abilities.

3. **Collaboration and Teamwork:** The ability to work effectively in teams is highly sought after by employers. Job seekers can improve collaboration and teamwork skills by:

a) **Practicing active participation:** Contribute ideas, actively engage in discussions, and respect others' opinions to foster a cooperative work environment.

b) **Developing empathy and interpersonal skills:** Understand and appreciate diverse perspectives, resolve conflicts constructively, and build strong relationships with colleagues.

c) **Honing leadership skills:** Take initiative, delegate responsibilities, and guide team members to achieve common goals, thereby demonstrating effective leadership qualities.

4. **Adaptability and Flexibility:** In today's rapidly changing work environment, adaptability and flexibility are vital skills. Job seekers can cultivate these skills by:

a) **Embracing change:** Develop a growth mindset and view change as an opportunity for personal and professional development.

b) **Seeking new experiences:** Explore different roles, industries, or projects that challenge comfort zones and promote adaptability.

c) **Building resilience:** Overcome setbacks, learn from failures, and demonstrate the ability to bounce back in the face of adversity.

5. Time Management and Organization: Effective time management and organizational skills are crucial for productivity and success. Job seekers can improve these skills by:

a) Prioritizing tasks: Identify urgent and important tasks, set achievable goals, and create a schedule or to-do list to manage time effectively.

b) Avoiding procrastination: Practice self-discipline, break tasks into manageable chunks, and utilize productivity techniques like the Pomodoro Technique to stay focused.

c) Managing resources efficiently: Optimize time, energy, and resources by delegating, automating repetitive tasks, and using technology tools for organization and task management.

Conclusion:

In an increasingly competitive job market, possessing a range of life skills is vital for job seekers to stand out from the competition and succeed in their chosen careers. The ability to read, write, and communicate effectively is essential for understanding job requirements, creating impactful resumes, and engaging in professional interactions and developing effective communication, problem-solving, collaboration, adaptability, and time management skills can significantly enhance employability and professional growth.

CHAPTER III

JOB SEEKING GUIDE

Necessary skills to Get a Job

21st Century world is very competitive place to seek a job. There are many people who want a job but only a few of them can have it. So people need to be equipped with necessary traits to make them more qualified than other people. There are many traits that a 21st century job seeker needs. Some major ones are creativity, having an entrepreneurial mindset, the ability to work under pressure, ambition , responsibility, being a good listener, being respectful, being a team worker , punctuality.

REACTIVE

The reactive job search strategies for seeking jobs are used by many people in the business who search for existing job openings and then apply for those that interest them. It is a traditional job-hunting approach for the roles you fancy. The response to the CVs signifies that the job seeker is at the mercy of whatever vacancy is available.

1. Identify the Companies

You should start by listing 30-50 companies where you would like to work. You can speak to friends and colleagues and consider their recommendations. LinkedIn also has a very powerful feature for job search. You need to go to LinkedIn, click on the menu, and then on the search bar. You then need to select the companies and start the search.

2. Research

The next proactive job searching strategy is to have greater learning for the organization and determine whether it is a place where you would like to work. The first strategy should be to visit the company's website and go to the About Us section to review the history of the company, its products, and its services

3. Leverage Your Network

- Remember that you are advertising yourself, requiring as much exposure in the market as possible.
- You need to have people working for you, request people to forward your resume and look for job opportunities that match your niche.

4. Reach Out to Hiring Managers

Once you have identified the companies of interest, you need to identify the people who are working in these companies.

5. Use Discretion

In case you are changing jobs, it is advisable that you do not tell your colleagues about it, even though they may be very close to you.

7. Use Your Free Time

Utilize your free time for job search strategies. You should not use your current employer's time to look for other jobs. Most companies look at their employees' web histories, and having a record full of job listings will set a bad impression.

8. Know Your Wants

Be particular about the definition of what you are looking for in a job. Employers generally look for those candidates who are aware of what they are looking for in their careers. Find your niche and then define it clearly.

9. Create a Great Resume

Having a professional resume and a cover letter that clearly defines your strengths and goals is critical. It is essential to have a clear resume and cover letter format. The cover letter and resume are your chances of selling yourself and are the prerequisites for branding/marketing the product.

10. Personal Touch

For marketing yourself, you need to treat it as a business. You need to spend almost 30-50 hours a week on networking, job search applications, and interviews to achieve your goal of being employed in a position that will allow growth with opportunities.

CHAPTER IV

WAYS TO FIND A JOB

- NETWORK

Networking plays a vital role in job hunting. Connect with professionals in your desired industry through networking events, industry conferences, and online platforms. Utilize platforms like LinkedIn to build relationships and gain insights about potential job openings. Your network can often provide valuable referrals and recommendations.

- ONLINE JOB ADVERTISEMENT

You could check the online websites and apply to the job applications that you found.

- AGENCY

Consider registering with recruitment agencies or staffing firms that specialize in your industry. They have access to a wide range of job opportunities and can match your skills and qualifications with suitable positions. Recruitment agencies can often provide guidance and support throughout the job search process

- VOLUNTEER

Volunteer your time and skills to non-profit organizations, community groups, or professional associations. This can lead to valuable connections and potential job opportunities.

- FREELANCE

Consider freelancing or working on short-term projects in your field to gain experience and showcase your skills. This can lead to full-time employment or provide a stepping stone to your dream job.

- INTERNSHIPS

Consider taking an internship or a co-op position. This provides valuable work experience, and may lead to a full-time job offer.

CHAPTER V

APPLICATION PROCESS

1. Resume and cover letter

Create tailored documents highlighting the skills and qualifications.

2. Application submission

Follow instructions to submit materials online or via email.

3. Interview and assessments

Attend interview and showcase your abilities.

4. Acceptance

After you get accepted to a job you have to complete the necessary paperwork and prepare for the new role.

After finding a job that you want to work in, you should send your CV to the companies.

CHAPTER VI

HOW TO MAKE A CV

PERSONAL DETAILS Start with your full name, contact information (phone number and email address), and optionally include your address and LinkedIn profile.

PROFESSIONAL SUMMARY Write a brief statement highlighting your career goals, key skills, and relevant experience. Tailor this section to match the job you're applying for.

EDUCATION List your educational background in reverse chronological order. Include the name of the institution, degree obtained or pursuing, major or field of study, and graduation year. Include any notable academic achievements or relevant coursework.

WORK EXPERIENCE Detail your professional experience, starting with the most recent position. Include the job title, company name, dates of employment, and a concise description of your responsibilities and accomplishments. Use action verbs and quantify your achievements wherever possible.

SKILLS Highlight your relevant skills, including technical proficiencies, software knowledge, language abilities, and other job-specific competencies. Be honest and specific about your skill levels.

ACHIEVEMENTS AND AWARDS Include any noteworthy achievements, awards, or recognition you have received in your academic or professional career. This could include scholarships, certifications, publications, or leadership roles.

PROJECTS If you have relevant projects or a portfolio, provide a summary of the work you have done. Include the project's objective, your role, and the outcomes or impact achieved.

ADDITIONAL SECTION You may include additional sections based on your individual circumstances, such as volunteer work, extracurricular activities, professional affiliations, or languages spoken.

REFERENCES It's common to state "References available upon request" instead of listing references directly on your CV. Prepare a separate document with the contact details of professional references to provide when requested.

FORMATTING AND DESIGN Ensure your CV is well-structured and easy to read. Use a professional font, consistent formatting, and appropriate headings. Maintain a balance between white space and content. Proofread carefully for grammar and spelling errors.

CHAPTER VII

NECESSARY QUALIFICATIONS

- EDUCATION AND DEGREES

Many positions require specific educational qualifications such as a degree, diploma or certification in a relevant field. Identify the educational requirements for your desired job and ensure you meet or exceed them.

- SKILLS

In today's job market, employers seek candidates with technical skills, effective communication, problem-solving, adaptability, leadership, emotional intelligence, creativity, and time management. Developing and showcasing these in-demand skills enhances your marketability and makes you a desirable candidate.

- EXPERIENCES

Employers often seek candidates with relevant work experience. Gain practical experience through internships, part-time jobs, volunteer work or freelance project. Highlight your accomplishments and responsibilities in previous roles to showcase your capabilities.

- KNOW YOUR RESOURCES

Job Boards: These are websites or apps that feature a variety of current job postings.
Company Career Pages: Making a list of companies you'd like to work for and going directly to their websites is another great way to find new opportunities.

Recruiting Agencies: These are independent firms that match people with openings at their client companies. They may not be for everyone, but they usually have the inside scoop on what the job market looks like and can provide helpful tips on your resume and interview skills.

- WORK YOUR NETWORK

It's much more likely that you will land your next job through someone in your network than just through an online listing, so it's essential to leverage this invaluable resource. To start, let's run through a quick networking checklist.

- **PERFECT YOUR INTERVIEW SKILLS**

Feeling well-prepared and confident about your interview skills will have a tremendous impact on your success. Enlisting a friend or trusted colleague to help you practice answering some of the more commonly asked interview questions is a great idea.

- **SCREEN YOUR SOCIAL MEDIA**

Social media can also have a positive impact on your job search. If you are hoping to manage online communities, work in public relations or marketing, or be a writer, regularly posting compelling, professional, industry-related content is a great way to get noticed and show off your skills.

- **DEFINE YOUR GOALS**

You'll need to understand what you're looking for first. Are you hoping for more responsibility or a shorter commute? Are you dying to work for a company that allows dogs in the office? Taking time to identify your goals (big and small) will help you to home in on the types of jobs you should be targeting.

WHAT TO DO IN PORTUGAL AFTERSCHOOL ?

In Portugal, at the end of the 9th grade, students have to make a very important decision that will influence our their lives forever. Some choose regular courses, with the aim of continuing their studies and going to college and others choose to go to vocational courses, to prepare themselves for the job market, specializing in a specific area. Among the many existing courses, regular and vocational, let's talk about those attended by students who participated in this project.

·Regular Course of Economic Science

After finishing secondary school (10th to 12th grade), if your intention is to continue with business and management, there are steps that you have to follow: the first thing you have to do is take the national exams on Economics and Mathematics. Once the above is done, all you have to do is look for a university that accepts you (depends on the average of your school and exams grades). After graduating and getting the title of "licenciado" you can start looking for a job. Use the internet to look for places where you would like to work (because you can find many jobs online), and distribute your CV to all those places.

·Vocational Course of Metalworking

ESRP has one of the best metalworking production technician courses in the country, with an employability of about 99%, because the school makes a large investment in machines, tools and material, which give students a very good training.

Students do a 600 hours internship spread over the 11th and 12th grades and, many times, at the end, companies hire you! If you are not hired right after finishing the course, all you have to do is send your resume to a company and you can easily get a job.

But if you wants to go to college, you can because in Portugal every vocational course gives access to the university. After that you have to do the same as any other college graduate.

HOW DOES IT WORK IN TURKEY?

- University Entrance Exam In Turkey: in Turkey , grammar schools are very common. Grammar schools are schools that teach students theoretical knowledge in a wide range of subjects, such as history, science, language and mathematics. Being a University graduate is a big merit at getting a job in Turkey. That's why, in 12th grade all the students that want to pursue a great career attend the nationwide university entrance exam.
- Universities: when people apply for jobs in Turkey, the university they graduate from and their grades are important yet their job experiences and talents play a bigger role. Employers in Turkey look for people who are disciplined, hardworking and the experts of their jobs.
- Seeking job abroad: going abroad to work is very common in Turkey. Successful employees get high salary job offers from very big companies all around the world. The people who are planning to go abroad need to know English very well.
- Jobs In Turkey: just like Turkish people going abroad to work, foreign people often come to work in Turkey as well. So, even ordinary jobs in Turkey make English knowledge a requirement. People who know English are at a great advantage to seek a job over other people.
- What Employers look for: people need to be kind, respectful and good at communicating if they want to attain a high level place at their workplace. Employers search for people who are good at communicating and good at managing people.

HOW TO FIND A JOB IN THE CATERING FIELD (IN ITALY)?

- You might get stressed easily, so you have to find a way to calm down if necessary.
- You have to be prepared to work also during nights and weekends.
- Flexibility is essential.
- It's important a proper education: you might attend a specific course (in catering schools or also advanced training courses).
- You should know at least English, especially if you want to work abroad.
- Waiters and barmen have to make clients feel comfortable, so should be welcoming and kind.
- You need an HACCP certificate.
- You have to be passionate and to love this job.

HOW TO SEEK A JOB IN LATVIA?

The common practice for searching for a job in Latvia entails communication with the potential employer via the email address listed in the job advertisement or a dedicated career website. You need:

Try to find a way to calm yourself, because calmness gives a feeling of confidence, it will help you concentrate. Figure out what you want to do. Write a CV and motivational letter. Send it to employer. Some websites where you can seek a job in Latvia:

(Cv.lv, YourMove.lv, LinkedIn , MeetFrank, ABSL Latvia , EURES network , Agency's vacancy website , WorkingDay , Visidarbi.lv ecc...)

HOW TO SEEK A JOB IN SERBIA?

After high school, our students already have enough practice, which makes it easier for them to find a job. This is what the students of the bakery trade should do first, by presenting their practical work and looking for a job in the city bakery. Other profiles of our school mostly stay on their farms or continue their education. After school, it is enough for them to improve the language and follow the seminars offered by the state in the professional profile and they will always be in a good position in terms of earnings.

THANK YOU ALL!!!!!!

This project was for us a great and big opportunity to learn more about works and entrepreneurship.

After 2 years of Covid, the project started in 2022 and the first two mobility were in Italy and Portugal, then this year we have been in Serbia, Turkey and Latvia.

In the fourth meeting in Turkey, the earthquake happened and this tragic event prevented the development of the project, but we made up for it in Latvia and with great cooperation from everyone we did a beautiful job.

The eBook you have just read is the fruit of our work, our research and our thoughts.

Our intent was to study the labor market of our 5 countries to provide all young people with a basis to succeed in becoming entrepreneurs.

We sincerely hope we succeeded, we still put in a lot of effort, learned a lot and had just as much fun.

A unique and unforgettable experience that gave us many joys. We endlessly thank those who gave us this opportunity, especially our schools and teachers.