

Use the best part of yourself
to win a career



Win me a Career Workbook

this very moment is the battlefield
where you claim your birthright... to live & succeed!
by Nektar Baziotis

This workbook is dedicated to the Dreamer: the One who proved life as it is
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Your values

These are values that remain valid throughout our whole life. For example: Always be friendly. Don't lie, and so on.

List them below:

1. Values given by your parents

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Values given by your school and society

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

3. Esteemed values that you developed

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

4. Developed values that you would teach to your own children

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Your goals

Here you find twenty (20) primary goals that one may seek in life:

1. Self-evolution	1. Leadership
2. Assisting others	2. Social life
3. Happiness	3. Challenge
4. Inner harmony	4. Family
5. Recognition	5. Friendship
6. Stability	6. Responsibility
7. Variety	7. Job security
8. Physical activity	8. House / Commodity
9. Experience / Expertise	9. Creativity
10. High salary	10. Love

Please identify three (3) goals and order them based on what is important for you and your present/future goals. Please use the following questions to assist your selection:

1. What is mostly valuable to you?
2. What is the most important experience you have had until now in your life?
3. What was your dream at the age of twelve (12)?

Preferred goals:

Least important goals:

If you're clear and honest, you'll notice that your three preferred goals are the key motivators and values you always seek in any potential job. These are the special post signs that will guide you towards acquiring strength and winning all challenges that may come your way. However,, you shouldn't neglect your secondary goals. Despite their lesser position, they still have the potential of damaging your career when assets such as experience and education haven't been secured, usually at a moment you least expect it.

Definitions

A résumé or curriculum vitae (CV) provides an overview of a person's life and qualifications. The résumé is typically the first aspect of yourself that a potential employer encounters and is normally used to screen applicants before an interview.

A cover letter (covering letter) or motivation letter (motivational letter or letter of motivation) is a letter of introduction attached to, or accompanying another document such as a résumé or CV.

Guidelines

While writing both, you should always be focusing on the fact that the résumé and cover letter are your only representatives to your potential employer. It is important to note that there is only one opportunity to make a first good impression. Therefore both documents should be:

- **Clear and coherent as per content**
 - Start by gathering all information and making a chronological list of your formal education and professional experience. Attach precise dates and other relevant data to each job application for your own reference and usage.
 - Create a list of strong skills and remarkable achievements during your career.
 - In a small paragraph on your résumé, highlight your talents, experiences, educational record, and expectations to clearly demonstrate that you're the perfect match for this particular Position. Minimize personal or ethnicity information (omit these completely in U.S. applications).
 - Proofread your résumé yourself and send it to a professional for feedback. Language or grammar mistakes can lead a potential employer to reject your résumé immediately. The use of action verbs (displayed below) increases your document's ability of persuasion. Example for past positions: managed a team of three, implemented quality control system, ... Example for present positions: supporting CEO in decision-making, and so on.
 - Read your résumé again and again so you can be sure that it represents you and only you.
 - Be honest and boil down to the point. Prove your talents and skills and display your experience and your education in a simple and clear way.
 - Be precise. Give specific information and dates of your career milestones.

35 Questions to prepare for

Introduction:

1. Would you like to have anything to drink?
Don't be shy. Yes, some water please. Yes, a coffee, please.
2. Did you find our office easily?
No, you are in the middle of nowhere... feel free to be honest in a polite way as your potential employers probably have the same problem each day and will understand you.
3. Please describe yourself. Tell me about you.
Well, my name is John Smith, two words that apparently define who I am. But this is not what defines me... continue with YOUR answer and use it to demonstrate that you are very qualified for and interested in the position.

Résumé and cover letter:

4. What is your educational background?
Chronologically list the 3-5 most important stepping stones in your education that are relevant for the job. After graduating from college in 2003 in Marketing Management, finishing my MBA in 2004, I did a specialized training in team management to understand team dynamics.
5. What was your favorite subject in school/college?
You must choose one that is really on your certificates. This is an opportunity to show your interest in the company. For sales position: Marketing and internationalization. For accounting position: bookkeeping and mathematics.
6. Do you believe that your educational background supports your career path?
If your educational background fits the job, then the answer is easy and will probably not even be asked. If it is not obvious, you can talk about skills you learned instead of the specific education: My studies allowed me to become an analytical thinker, to acquire important writing skills, and so on.
7. Tell us about your professional experience
Chronologically list the 3-5 most important milestones in your professional experience and the skills you have acquired that are relevant to the job. My first job was as sales assistant for XXX where I learned how to formulate a sales strategy. My job at XXX as sales gave me practical insight and people skills.

7. Conclusion



Now Is The Time To Win Your Self...