

LOOKING FOR A JOB



*STAY IN ESTONIA OR GO
ABROAD?*

PUBLIC OFFERS IN ESTONIA

- Homepages of companies/organizations
- [LinkedIn Jobs](#)
- <https://futulab.ut.ee/en/>
- [CV Online](#)
- [CV Keskus](#)
- [MeetFrank](#) (äpp)
- Homepages of recruitment agencies (nt Brandem, M-Partner, CVO, Tammiste, Talentor, Fontes)
- [Our \(ÜNK\) social media](#)

PUBLIC OFFERS ABROAD

- Homepages of companies/organizations
- LinkedIn Jobs
- MeetFrank (äpp)
- <https://www.indeed.com/worldwide>
- <https://www.goabroad.com/>
- <https://www.careerjet.com/>



APPLYING PROCESS

CV, motivational letter, references

CV

- Word
- Canva
- Resume.io
- Zety

New

← All resume 🔍



Bold modern resume



Modern chronological r...



Modern chronological c...



Polished resume, desig...



Bubbles resume



Blue spheres cover letter



Columns resume



Contemporary resume



CV

- 1 page (max 1,5).
- Custom-made CV every single time!
- Nice appearance.
- Concrete and clear.
- NO to long sentences and blocks of text.

MOTIVATIONAL LETTER

- 1/2 page.
- Explain why this company? Show that you have done some research beforehand.
- Compare your experience to requirements and responsibilities on job advertisement. Be honest. Emphasize what's necessary.
- Conclusion.

REFERENCES/BACKGROUND RESEARCH

- Employer/recruiter might ask contacts of your references.
- Background research – google yourself – what comes up?

JOB INTERVIEW

- Be honest and stay yourself.
- Demonstrate that you have done background research.
- Be aware of the vacant position (save the job ad).
- Emphasize what fits the position the best.
- Prepare to ask questions yourself as well.

WHAT TO EXPECT?

- Describe your biggest achievement.
- Describe your biggest failure. What did you learn from that?
- Which traits [*enter the name of the position*] should have? Which of those are you missing?
- What are your core values?
- What is important to you in worklife?
- Describe a good manager.
- Describe a stressful situation. How do you manage stress?
- In you current position, which tasks do you enjoy doing? And on the other hand, what would you prefer to delegate if there's possibility?



https://www.instagram.com/tlu_ynk/

<https://www.facebook.com/tallinnaylikool.ynk>



GOOD LUCK!