



CHANGE PROGRAM PROFESSIONAL RESOURCES

LABOR MARKET

In today's labor market, career prospects are no longer linear. We need adequate planning to define our professional decisions, and it is impossible to do this effectively without taking into account the field of action.

To develop your professional project you must assess the labor market, the sector and trends, and thus be able to choose the most prosperous routes depending on the opportunities and variables of the environment.

We also need to delve deeper into the situation of the companies we are in, the organizations we aspire to form part of and their competitors.

We must study opportunities, strengths and also indicators to be taken into account. We must also understand the risks in the organizations, the sector and even in the business area we are interested in.

In addition, you should be prepared for the recruitment process:

1. Draft your resume

[PDF](#)

2. Write your cover letter

[PDF](#)

3. Practice your job interview

[PDF](#)

DRAFT YOUR RESUME

Your resume is your business card. It acts as a filter in recruitment processes and will open or close the doors for the next phase of the process. It contains information on your personal, academic and professional data.

Today, traditional resumes are combined with social and digital resumes. More than 80% of job offers circulate exclusively online. Remember that recruitment through professional networks accounts for 78%.

ADAPT YOUR RESUME TO THE JOB OFFER TYPES OF RESUME

Choose the most suitable type according to the job offer you want to apply for and bear in mind that blind resumes are required (without personal data) for some recruitment processes.

- *Chronological*: organizes information in chronological order.
- *Functional*: organizes information by area.
- *Combined*: a mixture of chronological and functional, as it organizes information in a thematic and chronological way in each section.

MAIN SECTIONS

- **Personal data** (full name, address, email address, phone number, personal blog and professional social network links)
- **Professional profile** (Summary, from 3 to 5 lines, of competences, achievements and abilities, outstanding aspects of academic education and work experience).
- **Professional experience** (position, company, time and description of duties and responsibilities)
- **Academic education** (specialty, school or university, academic hours or accreditation)
- **Additional information** (driver's license, scholarships, volunteer work, memberships, extracurricular activities, etc.)

BRIEF AND CONCISE

Clearly describe the information on one or two sheets at most.

WRITING AND SPELLING

Check spelling, use clear and direct phrases.

PHOTOGRAPH

Include a good quality updated photograph (passport type).

ORDERLY DESIGN

Choose an orderly and clean design that encourages reading through blocks with well-defined sections. You can include graphic elements or images that capture the reader's attention.

COVER LETTER

A cover letter is the document you send with your resume and its purpose is to help you stand out from other candidates. It provides added information about you to the recruiter and information specific to the position you are applying for.

Your main objective is to capture the recruiter's attention so that they continue reading your resume, and to let them know why you could be of great value to the company, giving you a greater chance of being invited to an interview.

Don't forget:

- The purpose of a cover letter is not to duplicate the information already in your resume, it should complement it.
- The content is intended only for the position you choose, so it must be adapted to the company and to the position.
- It highlights the strengths and achievements that add value to the recruitment process that you are applying to.
- It shows your motivation to perform the job you aspire to.
- In a recruitment process, in addition to knowledge and professional experience it is extremely important that the candidate has the right profile for the culture of the company, you should devote a section of your cover letter to highlight your personality traits and soft skills.
- It should be short; three or four paragraphs at most.
- Write the letter in a clear and specific style. Avoid redundant, fancy phrases. Use a traditional letter format including the sender's address, the recipient's address, the date, and your signature. Don't forget to specify the position you're applying for.
- If possible, you should attach one or two letters of recommendation, as this will determine the opinion that other professionals who have worked with you have of you.

Structure of the letter:

- - Opening
 - Data
 - Why are you sending the letter?
 - Summary of your value contribution.
 - Reference to the company you are applying to.
 - "Call to action" claim: "I would like to be able to set up a meeting ..."
 - End: "Best regards..."

INTERVIEW: KEY QUESTIONS

In the interview the "correct" answer will depend on the recruiter's criteria, although you need to be prepared for some key questions that may also be focused on assessing your reaction to an unforeseen situation.

- What can you tell me about yourself?
 - The first few minutes are key for the interviewer to form an opinion about you and your motivation for the job. Choose a convincing and accurate response that demonstrates that you are the person who best meets the expectations of the position, as demonstrated by your values, experience, and your skills and competences.
- What do you value most about the position you're applying for?
 - You can offer a description analyzed from the technical point of view and from the point of view of your professional aspirations.
- How do you work under pressure?
 - Be professional: explain that stress is not a problem and that it is part of any job, and illustrate your intentions with personal experiences. Explain your tricks for relaxing and releasing tensions. Even add that pressure, at certain times, is a very useful means of boosting efficiency.
- Do you prefer to work alone or in a team?
 - One of the most valued skills demanded by the current labor market is teamwork. Provide information about your ability to adapt to the needs of the project and to the moment, being able to defend yourself as a leader or as a member of a team. You can tell them about your experiences in the professional field and also in other contexts, such as sports, cultural, associative activities, etc.
- How do you organize your time?
 - List specific examples of your day in which you can prove that you are an organized person who effectively manages peaks in work, and explain that you plan your time to allow yourself to carry out your tasks within the foreseen time.

Other questions that you may be asked, for which you should prepare:

- If you could make changes to your previous company, what would you do?
- What are your two greatest achievements so far in your career?
- How would your colleagues from your last job describe you?
- What makes you think you could be successful working with us?
 - What would your priorities be in this job?
 - Where do you want to be in 5 years?

Weaknesses in your resume and difficult questions are an opportunity to show your mastery of the situation and show that what you say matches what you do. In order to do this, when faced with any question, no matter how uncomfortable it may be, you must choose answers that reflect realism and objectivity. You can start the sentence by saying: "It is true that my previous jobs have been short, although there have been various reasons for this..."

NEVER make accusations, complaints or talk about your disappointments.

JOB SEARCH CHANNELS

