

HOW TO FIND OUT WHICH JOB IS IN LINE WITH MY SKILLS

Useful hints composed by the German-Arab Chamber of Industry and Commerce

WHICH JOB IS THE RIGHT ONE?

In the first case you should make the position clear to yourself which kind of job you prefer. Ask yourself which interests you have and which kind of work you like. Are you somebody who favors physical work or are you somebody who is interested in working with computers? Are you interested in technologies or do you prefer to work with humans above all? Take the time to think about your own preferences! Sometimes it might be helpful to discuss with friends or relatives who are work experienced. If you figured out what you would like to do in the future write the key words down on a list and try to find out in which job your experiences, skills or interests could be adopted. Use job vacancy websites, local or national newspapers, local jobcentres or college and university agencies to get a view into job descriptions and to figure out which job is suitable for your qualifications. This process might last for some time.

A further option to figure out which job is the right one is an **internship** within a company. To get an internship you have to request the favored company, if it accept interns. Use the company's homepage to identify the contact information or the phone number. Prepare yourself on the call while studying the company's profile. When you get in the first touch with the company explain your concern and ask whether the company provides internships. Be friendly! It could be your next employer! Some companies demand a CV and a covering letter. Please check: [HOW TO PREPARE APPLICATION DOCUMENTS CORRECTLY](#). Here you will find some useful hints how to write covering letters as well as CVs.

If you know more about your career choice you can start with proving job opportunities and writing application forms.

