

Preparing Well In Your Job Hunting

5B Wong Shi Xian

Nowadays, there is keen competition in the job market. So, good preparation is very important. Preparing carefully can help you secure a position easily.

Long-term preparations can help you to build the foundation of your career. For example, education, knowledge and skills are crucial. If you study hard, you can attain higher qualifications and then you can get a good job successfully.

Communication and social skills are very important too. As you will meet many different kinds of people, you need to learn how to get along with others. You can learn these skills from participating in extracurricular activities, summer or part-time jobs. These are very helpful for you.

Before you apply for a job, you should know what kind of job you want to apply for. Then, you need to read advertisements to look for the vacancies. Besides, you need to write a proper application letter and visit company websites. You should also get the documents and copies ready.

On the day before your interview, you should have a hair cut if necessary. You may ask your friends, family or teachers to do a mock interview with you. It will be helpful for passing the real interview.

On the day of your interview, you should dress properly, stay calm and be confident. Also, you have to get up early and reach the company on time.

Good luck in job hunting.

Teacher's Feedback : You have effective organization in presenting the ideas. It showed a clear flow of steps to be followed by students getting prepared for their future. (Miss Chan Mei Ling)

Food For Thought : Are there any suggestions for students to overcome difficulties and to face failure in their job hunting?