

## Getting Prepared For Job Application 5C Grabby Ng

Nowadays, competition is keen. You should upgrade your qualification to stand out from the crowd. If you want to apply for a job, you need long-term and short-term preparation.

For long-term preparation, you should attain high qualifications, because it is easier to find a good job. Of course you must study hard at school. This is the foundation of your career. After that, you can gain some work experience from the part-time job and summer job. It is a good way to train your skills. Many jobs require teamwork and communication skills. These are the basic requirements of getting a job. So you should learn some social skills and gain experience. These will help you at work.

What about short-term preparation? You should familiarize yourself with the company that you want to join. You can get the relevant information through the company websites. Of course, you should prepare an application letter. Generally, if you get a job, you must go for an interview. You had better have a mock interview with your friend so that you are natural and give a good impression in the interview. Before your interview, you must read current news to enrich your knowledge because that will give your boss a good impression.

Finally, I hope you can get a good job offer after you graduate from secondary school and have a good career path.

**Teacher's Feedback :** Very constructive advice. Opinions are clearly expressed. Short simple sentences are correct. More should be given on short-term preparations. (Miss Yip Mee Yin)

**Food For Thought :** Finding a suitable post is not easy but with some self-confidence, good research skills, good communication skills and a clear idea of our goal and timeframe, we can all seek the most suitable job.