Job Search Profile *exercise*

Focus on your future
If you do not clearly state what you want, you usually will not get what you are looking for. Be decisive and specific about your goals. The more clearly you can define what you want, the higher the chance you will be invited for an interview.

What is the title of the position you are seeking?
Write down at least one and no more than three options. Also consider synonyms (e.g., Office Manager – Executive Secretary – Management Assistant).

1. .....
2. .....
3. .....

Personal objective, useful for focus
You have now identified the type of position you are seeking. Next, provide more detail: describe the kind of company or organisation, the sector in which you would like to work, and the employment conditions you have in mind, including working hours, salary expectations, travel expenses, and similar considerations. Finally, include any personal preferences, such as commute distance or other practical or desirable factors. Be realistic! your ideal job is unlikely to be located on your own street.

Type of company:
Sector: .....
Employment conditions: .....
Personal preferences: .....

From this, your Personal Job Search Profile can be created. Example:
- You have experience as a secretary and are used to answering the telephone and assisting visitors at the reception.
- You have previously worked for a municipality and a housing association.
- You are accustomed to a salary of €1,800 and have worked four days per week.

Profile:
Secretary / Telephone Operator – Receptionist
Public Sector – Non-Profit
Salary: Market rate, minimum €1,800 for four days per week, ideally full-time
Commute: Maximum 45 minutes, easily accessible by public transport

Note!
Some requirements are flexible, while others are less so or not at all. Carefully consider which aspects you are willing to compromise on and which you are not.

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Good luck with your Job Search Profile!