

Guidelines for active job search

Job Databases

Here below are some useful platforms to find a job opportunity:

- [Indeed](#), [Infojobs](#), [Jooble](#), [Monster](#) to find job offers in the private market, with numerous filters to customize the search, including location, type of contract, salary and experience required
- [InPA](#) and [Cliclavoro](#) to find information on public service calls for applications in Italy
- The Job offers notice boards of [Job placement Unibo](#) and [Almae Matris Alumni Association](#).
- [LinkedIn](#) is a social network to introduce yourself to companies and receive notifications for job requests in your areas of interest.

Instructions for drafting an effective Curriculum Vitae/Resume

The curriculum vitae or resume is a document that does not have the objective of describing in a complete way who you are, or what you have done during your career; it must only provide the recruiter, **in a very short time**, the information (truthful!) that he/she needs to know: your **qualities, skills and experiences**. Therefore, it is good practice to adapt your curriculum vitae based on the position sought after/company to which you present it.

The evaluation method must also be taken into consideration: if a **computer system** is evaluating the CV, it is preferable to exclude particularly elaborate **graphic solutions** and the use of **unusual fonts**, while it is advisable to include as many **keywords** as possible contained in the job offer. If a human recruiter is reviewing your CV, it will be good practice to:

- Deal with the **graphic layout/aspect** to make your CV attractive ([here](#) you can find some editable templates).
- Enter a **profile photo** (sober and smiling face), possibly with a **neutral background**.



- Arrange your information in an ordered and clear way: differentiate the use of **uppercase letters** (for the headings of your sections?) and **bold** (to highlight the most relevant contents?) in a coherent way; avoid to use different fonts or **italics** if not required to do so.
- For a junior profile, present a CV of **one, maximum two pages**.
- Specify on the first page top section your **personal data**, including your photo, residence or domicile address (at least city/province), age/date of birth, email address, telephone number, any social profiles, driving license.
- Insert a **short introduction about yourself** (3/4 lines) at the top of the page, to immediately highlight the strengths of your application, in terms of personal or academic interests, soft skills and experience accumulated in the sector or market. Example:
I am a graduate in Food Technology who wants to work in the fruit and vegetable production sector, an area in which I have already gained an internship experience during my studies. I consider myself a positive, curious and open-minded person. Passionate about hiking and a rugby player, I know what it means to try new paths and work in a team to better achieve a goal.
- **Arrange the education and training/work experience sections appropriately**: if the work or internship experiences are consistent with the position for which you are submitting the CV, give them precedence over the education received.
- Enter the **title of your final examination or graduation thesis** only if it is **consistent with the job offer** for which you are submitting the CV.
- Follow the **reverse chronological order** (from the most recent to the oldest) when listing the activities within the sections: in this way, the recruiter will immediately have the information relating to the most recent and advanced activity, and if interested, he/she will be able to trace the previous ones.
- Vary the **degree of analyticity** with which you describe the different activities included in the curriculum based on their relevance: the space dedicated to the description of an activity is in fact proportional to the importance that activity has in the image of you that you provide to the recruiter.



- Sort the list of your skills (**soft skills, IT and computer skills, linguistic skills...**) by decreasing importance.
- Carefully read and review your CV to get sure that it is clearly written down and **free from typos**.

Job Interview

Here below you can find some simple instructions to get prepared for a job interview.

Before the interview:

- Take care of your social image (companies may look at how you present yourself: it is also important that all biographical information is updated and consistent)
- Carefully reread the advert you are applying for
- Examine the available company information (size, market, business, ongoing projects...)
- Reread the CV with which you applied for, trying to examine it from the point of view of the recruiter
- Dress and groom yourself appropriately, without excess
- Show up on time, preferably 10 minutes earlier!

During the interview:

- Maintain a calm and positive attitude (think about it, you have already passed the first selection step!)
- Listen to the recruiter and answer clearly, as calmly and coherently as possible
- Show curiosity, and avoid asking immediately about salary or benefits
- Avoid gesticulating or moving too much, touching your face or hair, assuming awkward postures or never smiling: body language is important!

After the interview:

- Always thank the recruiter for his/her time
- Make a note of the relevant topics (names, offices, projects, figures...) you discussed about



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- Contact the company again to find out if the interview was successful only after the agreed time for a response has expired