

# Opiframe – Job Search Skills Training: Pre-Assignment and Instructions

Time:

Place:

Dear job seeker,

You have shown interest in Opiframe's employment training program. This means you want to develop your professional skills, gain practical work experience, and ultimately find employment –that's truly great!

The training begins with the search for a suitable employer company. We have potential employers to offer you, and your task is to write tailored cover letters and participate in job interviews. Writing a cover letter, preparing a CV, and attending job interviews can bring out many emotions –nervousness, frustration, and uncertainty. Job hunting is a skill in itself, and very few are natural experts at it – unless, of course, you happen to be a job search professional. We are aware of this, which is why our training starts with job search coaching, led by an experienced and knowledgeable career coach. This half-day session will cover the following topics:

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## Training Content

### **1. Understanding the recruitment process:**

How recruitment progresses and what employers are looking for.

### **2. Articulating your skills:**

Presenting your strengths and experience in a convincing way.

### **3. Managing interview anxiety:**

Information, tools, and exercises to support you during the interview process.

The coaching session is packed with valuable information and practical exercises, all within a tight schedule to give you the best possible benefit from the day. We hope you complete the pre-assignment before attending the training.

## Pre-Assignment

### Articulating Your Skills

Write down your professional skills and strengths in a freeform style following Instruction 1 below. Let your thoughts flow freely without worrying about structure and write down EVERYTHING that comes to mind. We encourage you to give yourself ample time for this process. You can jot down words and ideas over several days. Think about how you see yourself and how others might describe you. Consider yourself as a whole – don't limit your thinking.

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### Instruction 1: WRITE DOWN YOUR SKILLS AND STRENGTHS

- **Knowledge** – Information and understanding gained through education, books, documents, podcasts, or other forms of learning.
  - **Skills** – Practical abilities or expertise in carrying out tasks.
  - **Talents** – Natural abilities or aptitudes in specific areas.
  - **Networks** – Connections and relationships with others that provide support or opportunities.
  - **Attitudes** – Personal views or perspectives that influence behavior and decision-making.
  - **Values** – Personal principles or beliefs that guide your choices and actions.
  - **Interests** – Topics and activities that inspire or motivate you.
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Once you have thoroughly completed **Instruction 1**, move on to **Instruction 2**.

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## Instruction 2:

Find out in detail what skills and qualities are required for the job you are aiming for. Then, compare these requirements to the list of your own skills and strengths you created earlier. Reflect on which of your skills and qualities are relevant to the job you are pursuing and consider where and how you developed them. Give examples of situations, goals, and successes that demonstrate these qualities and record them on a timeline.

Keep in mind all your experiences: education, work, hobbies, and family life. The goal is to articulate your skills and strengths with examples, making your message more impactful and convincing.

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## Instruction 3

Once you have defined what kind of job you could apply for, **create a CV** that highlights your relevant skills and strengths from the employer's perspective.

You can create a CV, for example, using **Canva**: <https://www.canva.com>

Video tutorial on how to create a CV with Canva:  
[https://www.youtube.com/watch?v=eaiw\\_lUMiQg](https://www.youtube.com/watch?v=eaiw_lUMiQg)