



WIKKEL MET WERKSOEK
QALA UKUFUNA UMSEBENZI
START THE JOB HUNT

- JOU SAKGIDS • ISIKHOKELO ONOKUSIFAKA EPOKOTHWENI • YOUR POCKET GUIDE




Die Stigting vir Bemagtiging deur Afrikaans


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Stigting vir Bemagtiging deur Afrikaans

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 www.sbafrikaans.co.za

Internetbronne

- Noordwes-Universiteit se Loopbaansentrum: Wenke vir jou werksoektog: Jou CV (www.nwu.ac.za)
- Hoe om 'n wen-CV op te stel (www.solidariteit.co.za)
- Kelly-personeelagentskap (www.kelly.co.za)
- Wenwenke vir werksoekers (www.sarie.com)
- www.volksblad.com
- Work Experience Options For High School Students: America's Career Resource Network
- How To Build The Self-Confidence You Need To Win At Life deur Darius Foroux
- www.jobsearch.com
- How to Survive First-week Challenges (www.businessnewsdaily.com)
- How to Survive Your First Week of Work (www.laurenconrad.com)
- School Leaver CV Template and Cover Letter (www.read.co.uk)

WIKKEL MET **WERKSOEK**

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QALA UKUFUNA UMSEBENZI

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START THE **JOB HUNT**

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Klerk

Oppasser

Tikster

Kassier

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1. OP JULLE MERKE, GEREED ... WERK!

1.1 Aksieplan vir jou loopbaan:

Hoe kan ek op hoërskool al werkservaring kry?

'n Mens is nooit te jonk of te oud om iets nuuts te leer nie. En die moontlikhede vir werk is deesdae eindeloos! Jy kan op skool al voelers uitsteek en kyk of 'n spesifieke loopbaan vir jou is:

- **Skaduwerk (*job shadow*)**

Hierdie is 'n goeie manier om iemand dop te hou wat werk in die rigting waarna jy mik. Dit kan 'n paar dae in jou skoolvakansie wees, maar selfs net 'n halwe dag behoort vir jou 'n idee te gee hoe dít wat jy in die klaskamer leer, in die "regte wêreld" gebeur. Jy behoort te kan sien of dit is waarvan jy hou.

- **Mentorskap**

'n Mentor is 'n volwassene in jou beroepsrigting wat jou vir 'n tyd lank leer, motiveer en ondersteun – jy sal hom of haar waarskynlik later onthou as iemand wat 'n

belangrike rol in jou lewe gespeel het.



- **Vrywilligerswerk**

As jy sonder betaling jou hulp aanbied vir 'n goeie saak, kan jy in die proses ook baie leer. As jy byvoorbeeld help rommel opruim, leer jy meer oor besoedeling, verskillende grondsoorte, watergehalte, hoe grond en water in 'n

laboratorium ontleed word, en selfs hoe om met mense daaroor te praat. Dié kennis kan jou help in beroepe soos 'n laboratoriumtegnikus, munisipale werker, skakel-beampte of 'n raadslid. As jy vakansietye by die DBV gaan help, kan dit jou later help as jy dalk 'n veearts-assistent of 'n kantoorbestuurder wil word.



- **Waar's 'n gaping?**

Kyk om jou rond, dink 'n bietjie en skep geleenthede wat nie voorheen daar was nie. In talle groot stede is daar byvoorbeeld mense wat ander mense se huis oppas as hulle weggaan vir werk of vakansie, terwyl ander weer as stapmaats vir honde (*dog walkers*) werk – hulle gaan stap met mense se vierbeenvriende omdat hulle self nie tyd het daarvoor nie of nie tuine het nie.

- **Skoolbesighede of -projekte**

Dit is klein besighede wat jong entrepreneurs by die skool bedryf – enigiets van sywurms verkoop tot toebroodjies maak of koekies verkoop. Sodoende leer 'n mens hoe om met geld te werk, voorraad te bestel en hoe om vir goed soos water en elektrisiteit te begroot. Gebruik sulke geleenthede om te leer!

- **Internskappe**

Dit is wanneer jy vir 'n tydperk by 'n plek gaan werk om praktiese ervaring te kry van die rigting waarin jy belang stel. Dit vul nie net klaswerk aan nie, maar jy kan ook akademiese krediete kry. En, die beste van alles? Gewoonlik kry jy 'n geldjie daarvoor.

“... die moontlikhede vir werk is deesdae eindeloos!”

1.2 Selfvertroue

Genoeg selfvertroue is belangrik, dit maak nie saak wat jy in die lewe gaan doen nie. Te min daarvan sal jou altyd terughou, terwyl te veel daarvan mense kan afskrik.

Hoe bou jy selfvertroue?

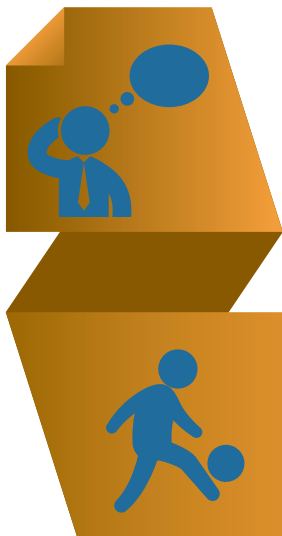
- Verbeter jou vaardighede, veral die dinge waarmee jy goed is.
- Oefen, oefen, oefen!
- Jou selfvertroue sal meer word.
- Jy sál dan resultate begin sien.
- Herhaal, herhaal, herhaal ...

“Genoeg selfvertroue is belangrik ...”

1.3 Loopbaandoelwitte

Het jy al gaan sit en dink wat jy eendag wil doen? Dalk hou jy daarvan om met kinders te werk, of jy is versot op tegnologie en alles wat met rekenaars te doen het.

Onthou: Dis goed om doelwitte in die lewe te hê, maar doelwitte beteken niks as jy niks dóén nie. En dít, weet ons almal, is harde werk en verg selfdissipline. “Ek het nie tyd nie” is een verskoning wat so baie gebruik word, maar dis gewoonlik nie waar nie. Jy kan ook nie selfvertroue kry en jou doelwitte bereik as jy niks van jou kant af doen nie. Gary Player, een van Suid-Afrika se grootste gholfspelers, het gesê: “The harder I practice, the luckier I get.”



Daar is drie basiese vaardighede wat almal moet oefen

- **Emosionele intelligensie**

Dit beteken jy neem ander mense se emosies in ag en weet ook hoe om daarop te reageer. Dit is iets wat 'n mens met die jare kan aanleer.

- **Selfkennis**

Jy moet gereeld nadink oor wie jy is: Skryf jou gedagtes neer, probeer verstaan hoekom jy iets op 'n sekere manier doen. Wat doen jy in hierdie stadium in jou lewe goed – en wat kan jy selfs beter doen?

- **Probleemoplossing**

Jong mense word dikwels geleer om maar net 'n rat in 'n groot masjien te wees en nie hulle eie kop te gebruik nie – hulle probeer nie eens moeilike probleme self oplos nie. Die wêreld het egter verander, en mense wat probleme kan oplos, kom dikwels die verste in die lewe. Moet dus nie vir ander wag om 'n probleem op te los nie!



“... doelwitte beteken niks as jy niks dóén nie.”


2. JOU CURRICULUM VITAE (CV)

'n Curriculum vitae is 'n dokument waarin jy vertel wie en wat jy is, watter kwalifikasies jy het en wat jy al in die lewe bereik het. Dis amper soos 'n advertensie vir jouself.

Onthou:

- Jou CV moet jou 'n kans gee om vir 'n onderhoud genooi te word.
- Dit moet professioneel lyk en uitstaan bo die res – onthou, 'n klomp ander mense het ook elkeen 'n CV ingestuur.
- Skryf jou CV in die taalvoorkeur van die advertensie. Indien dit vir 'n Afrikaanse maatskappy of pos is, moet jou CV dus in Afrikaans geskryf wees. Indien dit vir 'n Engelse maatskappy of pos is, moet jou CV in Engels verskaf word. As jy onseker is, stuur dit in albei tale.
- Wees kort en bondig – onthou, 'n potensiële werkgever bestee aanvanklik net 10-40 sekondes aan jou CV.



- 
- Wees altyd eerlik, moenie vals beloftes maak nie en moenie die waarheid verdraai nie.
 - Jou kontakbesonderhede – telefoonnommer, selnommer en e-posadres – kom boaan die CV sodat enigiemand dit maklik kan raaksien.
 - Moenie 'n opstel oor jouself skryf nie en bly weg van grafika, foto's of te veel kleure. Wees saaklik en hou die inligting duidelik en puntsgewys.
 - Gee jou akademiese inligting, en begin altyd by dit waarmee jy laaste besig was, byvoorbeeld matriek: Waar het jy matriek geskryf, watter vakke het jy geslaag, en wat was jou simbole?
 - Maak 'n lys van enige ervaring in 'n werkplek.
 - Heel laaste volg jou referente – dit is mense wat iets oor jou en jou vermoëns kan sê. Onthou hulle kontakbesonderhede (sien die voorbeeld op die volgende bladsy).
 - Proeflees altyd jou CV – somer 'n paar keer – want spelfoute en verkeerde leestekens gaan jou CV laat uitval.
 - Heg jou CV as 'n MS Word- of PDF-dokument aan in 'n e-pos met 'n dekbrief ('n voorbeeld hiervan is op die volgende bladsy).

“Dis amper soos 'n advertensie vir jouself.”

2.1 Voorbeeld van 'n basiese curriculum vitae (CV)

Curriculum Vitae – Anna Swarts

* Posbus 231, * 071 234 1234 * aswarts@telkomsa.net
Citrusdal 7430

Persoonlike besonderhede

ID-nommer: 981007 5098 087

Geboortedatum: 7 Oktober 1998

Nasionaliteit: Suid-Afrikaans

Tale: Vlot in Afrikaans en Engels en kennis van
Xhosa (lees en praat)

Rybewys: Kode 08

Loopbaandoelwit

Ek is 'n groot diereliefhebber en wil graag 'n loopbaan volg waarin ek diere kan help en ook keer dat hulle mishandel word. Die assistentpos wat tans by die Dierebeskerminingsvereniging beskikbaar is, gee my die geleentheid om dié doelwit uit te leef.

Opvoedkundige agtergrond

Hoërskool Citrusdal

2007 tot 2011 Matriek: Desember 2011

Skoolvakke en simbole behaal

- Afrikaans Eerste Taal (B)
- Engels Tweede Taal (C)
- Wiskundige geletterdheid (C)
- Sosiale wetenskappe (A)
- Bedryfswetenskappe (C)
- Lewensoriëntering (B)

Besondere prestasies

- Lid van die leerlingraad 2011.
- Boekprys vir beste matriekleerling in sosiale wetenskappe by Hoërskool Citrusdal.
- Trofee vir gemeenskapsdiens.

Werkervaring

Werk as vrywilliger by die Dierebeskerminingsvereniging op Citrusdal (2008 tot nou toe)

- Basiese kantooradministrasie – maak afsprake vir sterilisasie van diere.
- Help met kosgee en skoonmaak van hokke.
- Aanry van voorrade vir die plaaslike tak (nadat ek my rybewys gekry het).
- Hulp met die plasing van inligting op die plaaslike DBV se webwerf.

Stokperdjies en belangstellings

- Ek lees graag tydskrifte oor diere en dieregedrag. Cesar Millan is een van my rolmodelle.
- Hiphop-danse.
- Rekenaarspeletjies.

Verwysings of referente

- Dit kom heel onderaan jou CV.
- Dis mense wat jou persoonlik ken, soos 'n onderwyser, mentor of sportafrigter.
- Vra alle referente altyd vooraf of jy hulle as referent kan gebruik.
- Maak ook seker hulle kontaknommers is reg: telefoonnommer, selnommer en e-posadres.

'n Voorbeeld van 'n verwysing of referent:

'n Verwysing/Referent vir Anna Swarts

Posbus 231, Citrusdal 7430

071 234 1234

***Mnr. Pieter Smit**

Klasonderwyser, Hoërskool Citrusdal

Tulpstraat 54, Citrusdal 7430

Kantoor nommer: 024 338 1614

Sel nommer: 072 122 2111

E-posadres: psmit@webmail.co.za

3. JOU DEKBRIEF



'n Dekbrief is 'n brief wat jy skryf waarin jy sê jy doen aansoek om die pos. Jy beskryf jouself kortliks en sê ook hoekom jy die beste een is vir die pos. Dit kan die eerste bladsy van jou CV wees, maar ook deel wees van jou e-pos.

3.1 Voorbeeld van 'n basiese dekbrieff

Jou naam

Jou adres

Naam van die personeelbeampte

(die persoon in die advertensie wat jy moet kontak)

Naam van die werkplek waar jy aansoek doen

Die werkplek se adres

Die datum (van jou aansoek)

Beste Meneer/Mevrou/Mejuffrou

(As jy weet wat die aanspreekvorm is van die persoon aan wie jy die brief rig, gebruik dit.)

Andersins:

Aan wie dit aangaan

Ek doen graag aansoek om die permanente pos van algemene DBV-assistent wat in die geklassifiseerde advertensies van *Die Burger* (15 Desember 2011) verskyn het. Hierby aangeheg is my volledige CV.

Soos u in my CV sal sien, het ek pas my matriekeksamen suksesvol voltooi met 'n onderskeiding in sosiale wetenskappe.

Ek hou baie daarvan om met diere te werk en doen al 'n hele paar jaar vakansiewerk by die Dierebeskermingsvereniging. Ek het baie geduld met diere en hulle welsyn lê my na aan die hart. Omdat ek goeie ervaring het van hierdie werkomgewing, meen ek ek is die beste kandidaat vir hierdie pos. Ek is ook altyd bereid om nuwe vaardighede aan te leer.

Dankie vir u tyd en oorweging. Ek sien daarna uit om u te ontmoet sodat ons my aansoek verder kan bespreek.

Vriendelike groete,

Jou naam

Jou kontaknommer (selfoonnommer)

Jou handtekening (as jy wil)

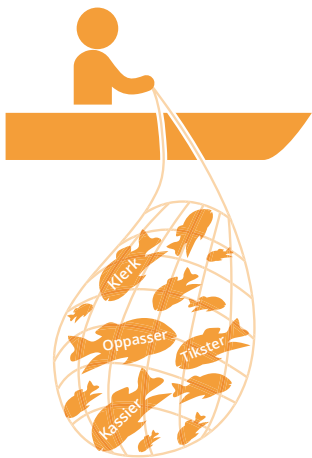
“Jy beskryf jouself kortliks en sê ook hoekom jy die beste een is vir die pos.”

4. WANNEER JY WERK SOEK

4.1 Waar begin ek?

- **Kry deeltydse werk terwyl jy nog op skool is**

So begin jy die ondervinding opdoen waarvoor so baie advertensies vra.



- **Hou jou oë en ore oop**

Gooi jou net wyd uit – as jy net in koerant- of internetadvertensies werk soek, gaan 'n hele klomp poste deur jou vingers glip. Soek oral geleenthede: die “hulp benodig”-bordjies by die supermark, gemeenskapborde by die biblioteek, gesprekke wat jy hoor. Verder: Baie poste word nooit geadverteer nie, en daarom kan jy weekliks plekke kontak wat dalk iewers vir jou werk kan hê. Dalk is daar nie dadelik iets beskikbaar nie, maar wel oor drie maande, en dan weet hulle van jou.

- **Laat jou netwerk wêrk**

Vriende en familie kan jou help werk soek – en dalk ook vir jou 'n goeie woordjie doen. 'n Werkgewer sal die meeste van die tyd positief reageer as iemand wat aansoek doen, ook aanbeveel word deur iemand wat hy of sy ken. Dieselfde met vrywilligerswerk: As jy bereid is om vir 'n ruk sonder betaling by 'n plek te werk en jy doen jou werk goed, is die kans goed dat jy later die een is wat die permanente pos gaan kry.

- **Bly positief**

Onthou, niemand skuld jou enigets nie. Dit bly jou eie verantwoordelikheid om 'n werk te kry en 'n sukses van jou lewe te maak. As jy positief bly en in jouself glo, sál jy mettertyd die regte werk vir jou kry.

- **Wees aanpasbaar**

Dikwels kry 'n mens nie dadelik die perfekte werk nie. Moenie te kieskeurig wees nie; sê ja vir daardie werk wat jou dalk nie nou baie opgewonde maak nie, maar vir jou 'n voet in die deur gee. Dalk ontdek jy iets heeltemal anders en leer nuwe vaardighede. Enige werk is beter as geen werk.

- **Volg op**

Werkgewers word dikwels oorval deur honderde aansoeke. Sorg dat jy uitstaan bo die res deur jou aansoek op te volg met 'n vriendelike oproep. Dit wys jy het ambisie en wil baie graag die werk hê. (Pas op net dat jy nie 'n laspos raak nie!)

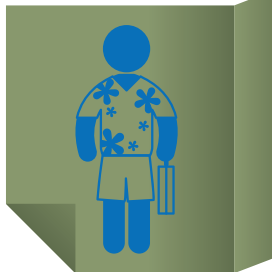
4.2 Die verskil tussen 'n werk en 'n loopbaan

Dis belangrik om vroeg in jou lewe al te weet wat die verskil is tussen die twee. Die skrywer Elizabeth Gilbert skryf: " 'n **Werk** is die manier waarop jy vir jouself sorg in die lewe. 'n Werk dra by tot jou menswaardigheid en sekuriteit. Die belangrikste ding wat 'n mens egter moet begryp, is dat 'n werk nie aldag fantasties of ongelooflik hoef te wees nie. 'n Werk kan selfs effens vervelig en gewoon wees, want dit hoef nie jou siel te verryk nie. Moenie jouself aan jou werk meet nie en moenie neersien op ander se werk nie."

Oor 'n **loopbaan** skryf sy: " 'n Werk doen jy vir die geld, maar 'n loopbaan is 'n groot belegging waaraan jy letterlik oor jare met geesdrif en toewyding bou. 'n Loopbaan verg baie ambisie, strategie en ywer. Jou loopbaan is 'n doelbewuste keuse; dis jou verhouding met die wêreld. Jy hoef nie so baie van jou werk te hou nie, maar jou loopbaan is iets waarvoor jy baie moet omgee."

5. DIE WERKSONDERHOUD

- Wees betyds. Wanneer jy vir 'n werksonderhoud genooi word, moet jy seker maak jy weet presies waar dit is sodat jy minstens 15 minute voor die onderhoud kan opdaag. As jy laat kom, skep dit 'n baie swak indruk.
- Doen voor die tyd navorsing oor die spesifieke werkplek sodat jy agtergrond kan kry – dan lyk dit darem of jy belang stel in die maatskappy.
- Trek netjies aan – dit wys jy is trots op jouself en sal waarskynlik ook trots wees op jou werk. Moenie te uitspattig aantrek nie, en neem altyd die spesifieke werkomgewing in ag. Stadig met die juweliersware, grimering en parfuum.
- Onthou, die een wat die onderhoud doen, is nie jou vyand nie – hy of sy moes ook iewers in hulle lewe om 'n werk aansoek gedoen het.
- Begin die onderhoud deur vriendelik te glimlag en die onderhoudvoerder met 'n stewige handdruk te groet. Kenners sê die eerste drie sekondes van jou onderhoud is die belangrikste, want dis wanneer jy beoordeel word op grond van jou voorkoms en liggaamshouding. Gesonde selfvertroue is belangrik.
- Behou oogkontak, moenie te informeel wees en te veel praat nie, en moet veral nie negatiewe dinge oor 'n vorige werkplek kwytraak nie.



5.1 Vrae wat jy in 'n onderhoud kan verwag

- Hoekom het jy om hierdie pos aansoek gedoen?
- Wat weet jy van hierdie werk/maatskappy?
- Het jy al voorheen hierdie soort werk gedoen?
- Watter vaardighede het jy wat jy in hierdie werk kan gebruik?
- Werk jy goed in 'n span of funksioneer jy beter op jou eie?
- Vertel my van jouself. (Baie mense is al deur hierdie vraag gepootjie!)
- Watter vyf woorde sal jou die beste beskryf?
- Kan jy onder druk werk?
- Wat is jou sterkste punte?
- Hoe hanteer jy kritiek?
- Wat is jou toekomsplanne?
- Wanneer kan jy begin werk?

“... die eerste drie sekondes van jou onderhoud is die belangrikste ...”

5.2 Vrae wat jy kan vra ná die onderhoud

- As ek die werk kry, wat sal my verantwoordelikhede wees?
- Aan wie sal ek rapporteer?
- Sal daar geleentheid wees vir bevordering?
- Hoekom is die vorige persoon in hierdie pos weg?
- Is daar 'n moontlikheid dat ek verplaas sal word?
- Watter opleidingskursusse bied die maatskappy vir werknemers aan?
- Kan 'n mens studieverlof kry?
- Wie is die maatskappy se vernaamste mededinger?
- Word uitsonderlike prestasies erken?
- Is daar vaste werkure of mag mense fleksietyd werk?



6. SÓ OORLEEF JY DIE EERSTE WEEK BY JOU NUWE WERK

- **Wees betyds**

Sorg dat jy genoeg tyd het om by die werk te kom, veral as jy openbare vervoer gebruik. Jy sal nooit in die moeilikheid kom as jy 10 minute voor die tyd opdaag nie. Om betyds te wees is goeie maniere en skep ook 'n goeie indruk.

- **Trek netjies aan**

As jy nie 'n uniform dra nie, moenie te informeel aantrek nie. Vind uit of daar 'n spesifieke styl is vir die kantoor.

- **Wees voorbereid**

Hou altyd 'n notaboek en pen (of twee!) byderhand – jy weet nooit wanneer jy dit gaan nodig kry nie. En moenie jou selffoonlaaier vergeet nie.

- **Al die inligting!**

Wanneer 'n mens aan die begin baie nuwe inligting moet inneem, is dit goed om aan die einde van die dag te gaan sit en weer na jou notas te kyk. Skryf enige vrae neer wat jy het. Dis eintlik onmoontlik om aan die begin te veel vrae te vra.

- **Daai ledige oomblikke**

Sommige nuwe werkers is toegegooi onder die werk, terwyl ander in die eerste week nie genoeg het om hulle besig te hou nie – jy sit dalk met wat vir jou lyk na onbenullige takies. Onthou: Jy kan baie leer deur sulke take te verrig, want dit leer jou baie

oor hoe die maatskappy werk. Jy kan ook inisiatief neem en self vir werk vra, óf jouself besig hou: Lees die opleidingsmateriaal of oefen sagteware wat jy nie ken nie.

- **Hokaai met die selfvertroue**

As 'n nuwe werker is jy dalk opgewonde om al jou idees met jou nuwe kollegas te deel. Maar van die ander mense wat al lank daar werk, gaan nie baie hou van 'n snuiter wat sy of haar gewig probeer rondgooi en dink hulle weet alles nie. Ken jou plek – en leer ken die omgewing voordat jy dinge probeer verander.

- **Aangename kennis**

Jou nuwe kollegas sal sekerlik aan jou voorgestel word, maar as jy goed met hulle oor die weg wil kom, sal jy moeite moet doen – skryf hulle name neer as dit moet! 'n Goeie plan is om hulle name solank op jou selfoon te sit, al het jy nog nie nommers nie. Skryf dan iets by oor hulle, iets soos: “Solly. Ry naweke fiets.” Jy gaan dan makliker onthou wie is wie.

- **Pasop vir sosiale media**

Moenie dit op Facebook uitblaker as jy nie baie van jou nuwe baas hou nie! Wat op kantoor gebeur, bly op kantoor. Baie inligting wat met werk te make het, is vertroulik. Onthou, alles wat jy op die Internet sê, bly vir altyd daar. Party werkgewers gaan kyk selfs voor die tyd hoe lyk iemand se profiel op sosiale media en wat hy of sy alles skryf. Mense is al afgedank oor die goed wat hulle op sosiale media kwytraak. Onthou altyd: Aan jou woorde en foto's – en, ja, jou vriende – word jy geken. Registreer ook op relevante kanale soos LinkedIn om jou netwerk uit te brei.



- **Wees altyd hulpvaardig**

Vra altyd of jy met iets kan help, selfs al is dit nie eintlik jou werk nie. As die kantoorbestuurder voorrade moet uitpak, vra of jy kan help. As iemand duidelik oorlaai is met werk, hoor of jy iets kan doen. Hulpvaardigheid is altyd 'n belangrike bate in die werkplek.



Unobhala

Umntu ojonga
umntwana

Umchwepheshi

Umthengisi

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1. MASIZILUNGISELELE... SISEBENZE!

1.1 Isicwangciso sekhondo lakho:

Ndingawafumani njani amava omsebenzi ngethuba ndisesikolweni?

Awusoze ube mdala kakhulu okanye ube mncinci kakhulu ukuba ungafunda into entsha kwaye, kule mihla, amathuba engqesho angaphaya! Zilungiselele ngalo mzuzu usesesikolweni ukuze wazi ngcono ngekondo ofuna ukulilandela ubone ukuba likufanele na okanye hayi:

- **Ukundwendwela emsebenzini.**

Le yindlela elungileyo yoku-bukela umntu osebenza kweli khondo ucinga ukulilandela. Ungahlala naye iintsukwana ngeeholide zesikolo kodwa neeyure ezimbalwa kusuku zingakunika ufifi lokubona ukuba le nto uyifunda esikolweni isebenza njani “kwindawo yokwenene”. Uyakuthi ke ubone ukuba uyayonwabela na le nto okanye hayi.

- **Ukukhankathelwa.**

Ikhankatha okanye umcebisi ngumntu okweli khondo ulikhethileyo othi achithe ixesha nawe ekufundisa, ekukhuthaza kwaye ekuxhasa – ngumntu

ke lo ozakuthi umkhumbule njengoyena wadlala indima enkulu ebomini bakho.



- **Ukuvolontiya.**

Ukunikezela ngoncedo lwakho simahla kwiphulo elinenjongo elungileyo kwaye oko kukuncede ufunde lukhulu ngelixa usenza oko. Umzekelo, ukuba uncedisa ekususeni inkunkuma, uyakufunda okuninzi ngongcoliseko, iindidi zemihlaba,

ubunjani bamanzi, indlela amanzi nomhlaba aphononongwa ngayo elebhu, kunye nendlela ongaxoxa ngayo nomnye umntu ngale nto. Olu lwazi luyakukunceda xa ungumphangeli wakwamasipala, ingcali yaselebhu (laboratory technician), igosa loqhagamshelwano okanye uceba. Ukuba ngeeholide zakho uvolontiya e-SPCA, oku kungakunceda xa ufuna ukuba ngugqirha wezilwanyana okanye umncedisi kwindawo enyanga izilwanyana.



- **Ingaba ubona ithuba?**

Khawuke uqwalasele kwindawo ekufutshane nawe, ucinge nzulukwaye ubone ukuba akho na amathuba onokuwaqala apho ebengekho ngaphambili. Umzekelo, kwiidolophu ezinkulu kukho abantu abacina izindlu xa abanini bazo bengekho ixesha elide okanye beye kwiiholide. Abanye bajonga izinja, bazenzise imithambo (bazihamba-hambise

ngaphandle kweyadi) xa abanini bazo bengenalothuba okanye zincinci iyadi zabo.

- **Ushishino okanye iprojekthi yasesikolweni.**

La ngamashishini aqhutywa ngabantu abatsha ezikolweni – ukusukela ekuthengiseni iilekese ukuya kamaqebengwana esonka okanye iibhiskithi. Oku kuya kukunceda ufunde ukuphatha imali, ukuthenga izinto zeshishini kwaye wonge imali yombane namanzi. Wasebenzise la mathuba ukuze ufunde kakhulu kuwo.

- **Uqeqesho.**

Oku kubandakanya ukusebenza ixeshana kwindawo yengqesho ukuze ufumane amava kwikhondo onomdla kulo. Oku akuncedisani nje nezinto ozifundayo esikolweni kodwa kungakunika namanqaku ongezelelweyo kwizifundo zakho yaye ungazifumanela nemalana.

“... amathuba engqesho awanaso isiphelo!”

1.2 Ukuzithemba

Nokuba ufuna ukwenza umsebenzi onjani, ukuzithemba kubalulekile. Ukungazithembi ngokwaneleyo kungakubambezela, kanti ukuzithemba okugqithisileyo kungababalekisa abantu abaninzi.

Ungenza ntoni ukuze uzithembe?

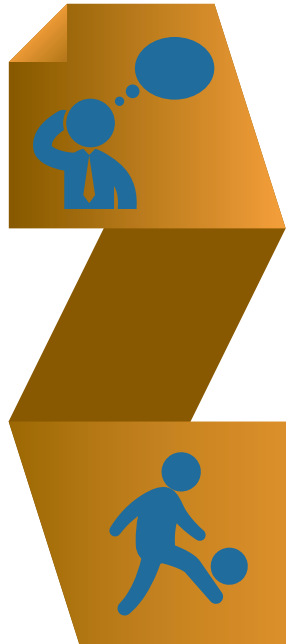
- Phucula izakhono zakho, ngakumbi ezo ubalasele ngazo
- Ziqhelise, ziqhelise, ziqhelise!
- Uzakuphucuka ekuzithembeni.
- Ngokuqinisekileyo uzakuzibona iziqhamo.
- Phinda-phinda, phinda-phinda, phinda-phinda ...

1.3 Iinjongo zekhondo

Ingaba sowukhe wacinga ngento ofuna ukuyenza ngenye imini? Ingaba uyakonwabela ukusebenza nabantwana, okanye uthanda ezobugcisa okanye nayiphi na into enokwenza neekhompyutha?

Khumbula: Yinto entle into yokuba ube neenjongo apha ebomini kodwa aziyi ndawo ukuba awenzi nto ngazo, nto leyo esiyazi sonke ukuba ngumsebenzi onzima kwaye kufuneka uzimisele. "Andinalo ixesha," yinto leyo esoloko ithethwa ngabantu abaninzi nakubeni ingeyonyani. Awusokuze uzithembe kwaye uziphumeze iinjongo zakho ukuba ngaba awenzi zinzame. U-Gary Player, ongomnye wabadlali begolufa abanempumelelo eMzantsi Afrika, wakhe wathi:

"Okukhona ndiye ndiziqhelanisa ngamandla, kokukhona ndiye ndisiba sethamsanqeni."



Zintathu izakhono ezisisiseko nekufuneka wonke umntu eziqhelanise nazo:

- **Ukufunda umntu.**

Oku kuthetha ukwazi ukunika ingqalelo yohlobo abacinga ngayo abanye abantu kwaye ukwazi ukukhawulelana nabo. Ungakufunda oku njengokuba ukhula nje.

- **Ukuzazi.**

Rhoqo cinga ukuba ungubani na: Bhala phantsi iingcinga zakho, zama ukuqonda ukuba kutheni usenza izinto ngohlobo oluthile. Yeyiphi le nto uyenza kakuhle ebomini bakho – kwaye yeyiphi into onokuyifunda ukuze ube ngcono?

- **Ukusombulula ingxaki.**

Abantu abatsha ixesha elininzi abakhutshazwa ukuba bazicingele – abazami nokusombulula iingxaki ezintsokothileyo ngokunokwabo. Nakubeni kunjalo, ilizwe liyaguquka kwaye abantu abakwaziyo ukusombulula iingxaki baqhubela phambili ebomini. Ngoko ke, musa ukulinda ukuba kubekho umntu ozakusombulula iingxaki zakho!



“... ukuba awuthathi inyathelo, izinto ozifunayo soze zenzeke ...”

2. IKHARITYHULAM VITHAYE (CV) YAKHO

Ikharityhulam vithaye (curriculum vitae) luxwebhu apho uchaza ukuba ungubani kwaye uyintoni, uluhlu lwezigqu zakho zesikolo yaye ushwankathele okufezekisileyo ebomini bakho. Yeyona ntengiso yakho le.

Khumbula:

- I-CV yakho kufuneka ikukhokelele kudliwano-ndlebe.
- Kufuneka ijongeke kwaye yohluke kwezinye – khumbula bakho nabanye abantu abathumele ii-CV zabo.
- Bhala i-CV ngokolwimi oluqulathwe kwintengiso. Ukuba ifunelwa inkampani yesiBhulu okanye isithuba, i-CV kufuneka ibhalwe ngesiBhulu. Kanti ukuba ifunelwa inkampani yesiNgesi okanye isiNgesi, yithumele i-CV ngesiNgesi. Ukuba awuqinisekanga, yithumele ngezolwimi zombini.



- Mayifundeke lula ngoba abaqeshi abanomdla bathatha iziqingatha zemizuzu ezili-10 ukuya kwezingama-40 ekufundeni i-CV.
- Chaza inyani, sukwenza izithembiso ezingonyani kwaye ungathethi nyani.
- Iinkcukacha zakho zoqhagamshelwano – inombolo yomnxeba, inombolo yeselula kunye neye-imeyile – kufuneka zibhalwe entla kwe-CV apho zinokufunyanwa khona lula.
- Sukubhala isincoko ngawe kwaye ungafaki mifanekiso nemibala emininzi. Iinkcukacha mazicace kwaye zibe mfutshane.
- Chaza iinkcukacha zakho zesikolo kwaye uqale ngezi zokugqibela, umzekelo, imatriki: Uyifunde phi imatriki, zeziphi izifundo oziphumeleleyo kwaye zithini ii-symbols?
- Chaza ngamava owafumene emsebenzini.
- Ii-references ziza mva – aba ngabantu abanokuchaza ngawe nangezinto okwaziyo ukuzenza. Ungalibali ukufaka iinkcukacha zabo zoqhagamshelwano (jonga umzekelo ngezantsi).
- Yifundisise i-CV yakho amaxesha amaninzi ngoba iimpazamo ekubhalweni kwamagama zingakubalekisa ngamanqaku.
- Yigcine i-CV yakho kwi-MS Word okanye i-PDF kwaye uyithumele kwi-imeyile kunye neleta ehamba nayo (jonga umzekelo ngezantsi)

2.1 Umzekelo wekharityhulam vithaye (CV)

IKharityhulam Vithaye – Thembela Malahla

* PO Box 231, * 071 234 1234 * tmalahla@telkomsa.net
Langa 7455

linkcukacha

Inombolo yesazisi: 981007 5098 087

Umhla wokuzalwa: 7 October 1998

Ubuzwe: Ummi waseMzantsi Afrika

Ilwimi: Ndisithetha ngokutyibilika isiXhosa
nesiNgesi kwaye ndinolwazi lwesiBhulu
(ukusifunda nokusithetha)

Ilayisenisi yokuqhuba: Ikhawudi 08

Iinjongo zekhondo endililandelayo

Ndizithanda kakhulu izilwanyana kwaye ndinomdla wokulandela ikhondo apho ndinokunceda izilwanyana kwaye ndizikhusele kwimpatho embi. Isikhundla sokuba ngumncedisi kwi-*Prevention of Cruelty to Animals* sakundinika ithuba lokuba ndizifezekise ezi njongo.

Imvelaphi yemfundo

Langa High School

Ukusukela ngo-2007 ukuya ku-2011 Imatriki: EyoMnga 2011

Izifundo zesikolo namanqaku aphunyelelweyo

- IsiXhosa esiluLwimi lokuQala (B)
- IsiNgesi esiluLwimi lweSibini (C)
- I-Maths literacy (C)
- I-Social Sciences (A)
- I-Business Science (C)
- I-Life Orientation (B)

Izinto endiqaqambe kuzo

- Ukuba lilungu lesigqeba esiphethe abafundi ngo- 2011
- Ukuphumelela incwadi njengoyena mfundi wematriki ogqwesileyo kwizifundo ze-Social Sciences eLanga High School
- Ukuphumelela indebe ngendima endiyidlalayo ekuhlaleni

Amava omsebenzi

Ndisebenze njengevolontiya e-Cape of Good Hope SPCA (Ukusukela ngo-2008 ukuzo kutsho ngoku)

- Ukuncedisa kwimisebenzi yase-ofisini – ukwenza amadinga okuhlalywa kwezilwanyana ngenaliti ukuze zingazali
- Ukuncedisa ekondleni izilwanyana nasekucoceni iikheyiji zazo
- Ukuthuthela isebe lase-Cape of Good Hope SPCA izinto-yinto (emva kokuba ndafumana ilayisenisi yokuqhuba)
- Ukuncedisa ekukhupheleni iikcukacha kwi-website yase-SPCA

Izinto endizithandayo nezindinika umdla

- Ndiyathanda ukufunda oolindela okanye iimagazini ezimalunga nezilwanyana nohlobo ezizenza ngalo izinto. U-Cesar Millan ngomnye wabantu endijonge kubo.
- Umxhentso we-Hip-Hop.
- Ukudlala imidlalo yekhompyutha

Abandaziyo (References)

- Ezi kufuneka zibe sekupheleni kwe-CV.
- Kufuneka ibe ngabantu abakwaziyo, umzekelo, utitshala, umcebisi wakho (mentor) okanye umqeqeshi wakho wezemidlalo.
- Funa imvume yabo ukuze ubabhale kwi-CV yakho.
- Qiniseka ukuba iinkcukacha zabo zoqhagamshelwano zichanekile: inombolo yomnxeba, eyeselula nedilesi ye-imeyile.

Umzekelo walowo undaziyo:

Umntu omaziyo uThembela Malahla

PO Box 231, Langa 7455

071 234 1234

***Mr Momelezi Mlambo**

Umfundisi-ntsapho weklasi yakhe, Langa High School

Washington Street, Langa 7455

Inombolo ye-ofisi: 024 338 1614

Inombolo yeselula: 072 122 2111

Idilesi ye-imeyile: psmmit@webmail.co.za

3. ILETA YESICELO SOMSEBENZI



Le yileta apho uchaza khona ukuba ufaka isicelo somsebenzi. Yithi gqaba-gqaba ngawe kwaye uchaze ukuba kutheni le nto ungoyena mntu ungcono kulo msebenzi. Oku kungabhalwa kwiphepha lokuqala le-CV yakho okanye kwisiqu se-imeyile yakho.

3.1 Umzekelo weleta yesicelo somsebenzi

Igama lakho

Idilesi yakho

Igama legosa

(lo mntu kuthiwe makuqhagamshelwane naye kwisaziso somsebenzi)

Igama lenkampani enesithuba sengqesho

Idilesi yenkampani

Umhla (ofaka ngawo isicelo somsebenzi)

Mnu, Nksk, Nksz Obekekileyo

(ukuba uyasazi isihlonipho salo mntu uthumela kuye isicelo, sebenzisa sona)

Okanye:

Kulowo ufanelekileyo

Ndingathanda ukufaka isicelo sesithuba esisigxina sokuba ngumncedisi wase-SPCA, ebesipapashwe kwicandelo lezazi-so kwiphephandaba i-Die Burger (15 Disemba 2011). Esi sicelo sikhathshwa yi-CV yam.

Kwi-CV yam uyakuqaphela ukuba, kutsha nje, ndiphumelele emagqabini izifundo ze-social sciences kwimviwo zam zematriki.

Ndikuthanda kakhulu ukusebenza nezilwanyana kwaye kwiiholide zam ezininzi ndiye ndasebenza kwi-Society for the Prevention of Cruelty to Animals. Ndinomonde kakhulu ngokubhekiselele kwizilwanyana kwaye intlalo-ntle yazo ibalulekile kum kakhulu. Nanjengoko ndinamva okuphangela kwindawo efana nale, ndikholelwa ukuba ndingoyena mntu ungcono kulo msebenzi. Ndikulungele maxa onke ukufunda izakhono ezitsha.

Ndiyabulela ngokundithathela ingqalelo nangexesha lakho. Ndiyathemba ndakulifumana ithuba lokuba sihlangane sixoxe banzi ngesi sicelo sam somsebenzi.

Ozithobileyo,

Igama lakho

Inombolo yakho yomnxeba (inombolo yeselula)

Utyikityo lwakho (ukuba uthanda ukulufaka)

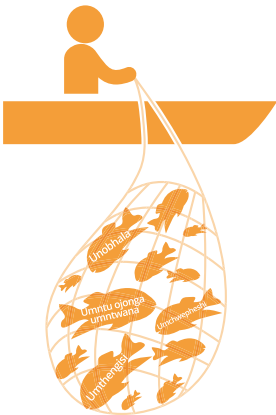
“... chaza kutheni ungoyena mntu uwulungeleyo lo msebenzi.”

4. UKUFAKA ISICELO SOMSEBENZI

4.1 Ndiqala phi?

- **Funa umsebenzi osisingxungxu ngeli thuba usesesikolweni.**

Oku kuya kukunceda ufumane amava afunekayo kwizaziso ezininzi zemisebenzi.



- **Baza amehlo akho neendlebe.**

Jonga ndawo yonke - ukuba ngaba ukhangela umsebenzi kumaphephandaba nakwi-intanethi kuphela, uyakuphoswa ngamathuba amaninzi. Jonga amathuba ndawo yonke: imiyalezo ethi “help wanted” ezivenkileni, kumathala eencwadi nakwiincoko ozivayo. Ngaphezulu: imisebenzi emininzi ayipapashwa. Yiyo lo nto kufuneka uye kwiindawo oziqondayo ukuba zinamathuba engqesho veki zonke. Kusenokwenzeka kungabikho nto ikhoyo ngelithuba ufuna umsebenzi kodwa emva kweenyanga ezintathu usenokuba khona kwaye uyakube usaziwa ngabo.

- **Sebenzisa abantu obaziyo.**

Abahlobo kunye namalungu osapho bangakunceda ekufuneni umsebenzi - kwaye bathethe kakuhle ngawe. Umqeshi usiqaphela ngokungcono isicelo xa lo mntu ufuna umsebenzi enconywa ngumntu amaziyo. Kuyafana ke naxa uvolontiya: Ukuba uzimisele ukuphangela endaweni okwethutyana ngaphandle kwenzuzo, kwaye nomsebenzi uwenze kakuhle, amathuba okuba uqeshwe isigxina mahle kakhulu.

- **Hlala ethembeni**

Khumbula, akukho mntu ukutyala nto. Luxanduva lwakho ukuba uzifunele umsebenzi kwaye uphumelele ebomini bakho. Ukuba ngaba uhlala usethembeni kwaye uzithemblile, ekugqibeleni uzakuwufumana umsebenzi okufaneleyo.

- **Lungela nantoni na.**

Kumaxa amaninzi umntu akawufumani lo msebenzi angathanda ukuwenza. Musa ukuyikhetha imisebenzi. Wuthathe nokuba awuwuthandi ngoba uza kukungenisa nje emnyango. Likho ithuba lokuba ungabhaqa into entsha kwaye ufunde izakhono ezitsha. Ngcono umsebenzi nokuba ngowuphi na kunokuba ungabinawo.

- **Landelisa**

Abaqeshi bafumana izicelo ezininzi. Qiniseka ukuba esakho isicelo sisesikhethekileyo ngokuthi usilandelise ngomnxeba. Oku kubonisa ukuba uzimisele kakhulu kwaye uyawufuna lo msebenzi. (Kodwa uzame ungabadiki abantu!)

4.2 Umahluko phakathi komsebenzi nekhondo olilandelayo

Kubalulekile ukuba, kwasekuqaleni, uwazi umahluko phakathi kwezi zinto zombini. U-Elizabeth Gilbert, umbhali, uthi: “**Umsebenzi** yindlela yokuzijonga apha elizweni. Umsebenzi udlala indima kwisidima nokhuseleko lwakho. Kodwa eyona nto ekufuneka uyiqonde yeyokuba umsebenzi awunyanzelekanga ube mnandi yonke imihla. Umsebenzi uyakwazi ukudika yaye unganiki mdla, ngoba akunyanzelekanga ukuba ukonelise emphefumleni. Akufunekanga uzijonge ngokomsebenzi wakho kwaye ungaziboni uphucukile ngenxa yokuthlekisa nomsebenzi womnye umntu.”

Ngekhondo olilandelayo uthi: “Umsebenzi uwenzela imali, kodwa ikhondo olilandelayo yinto oyakha iminyaka emininzi ngokuzinikezela nangothando. Ikhondo olilandelayo lifuna ukuzimisela, ucebe kakuhle kwaye uyisebenzele ngamandla le nto. Ikhondo olilandelayo sisigqibo osithathileyo; bubudlelwano bakho nelizwe. Akunyanzelekanga ukuba uwuthande umsebenzi wakho, kodwa kufuneka ulithande ikhondo olilandelayo.”

5. UDLIWANO-NDLEBE LOMSEBENZI

- Libambe ixesha. Xa ubiziwe kudliwano-ndlebe, qiniseka uyayazi luqhubeka phi ukuze ufike kwimizuzu eli-15 phambi kwexesha ubuncinane. Ukufika emva kwexesha kuthetha kakubi ngawe.
- Yenza uphando ngenkampani phambi kokuba uye kudliwano-ndlebe ukuze ube nolwazi oluphangaleleyo ngayo - oku kubonakalisa ukuba unomdla.
- Nxiba kakuhle. Oku kubonakalisa ukuba uzixabisile kwaye kuthetha ukuba uzakuxabisa nomsebenzi wakho. Akufuneki unxibe njengesicigogo kwaye uyokozele, cinga ngale ndawo yomsebenzi uya kuyo. Cinga kakuhle ngobunewunewu obunxibayo nesinukisi kamnandi osifakayo.
- Khumbula, lo mntu uza kuthetha naye akalulo utshaba lwakho - naye wayekhe wakule ndawo ukuyo wawufuna umsebenzi.
- Luqale udliwano-ndlebe ngoncumo nangokuxhawula isandla salowo uza kwenza udliwano-ndlebe ngokufanelekileyo. lingcaphephe zithi imizuzwana emithathu yokuqala yeyona ibalulekileyo nanjengoko ilelona xesha oza kuqwalaselwa ngalo ngokwenkangeleko yakho nendlela oziphatha ngayo. Ukuzithemba okufanelekileyo kubalulekile.
- Mjonge lo mntu uthetha naye, ungathethi kakhulu okanye ukhululeke kakhulu, kwaye ungathethi kakubi ngendawo obukhe waphangela kuyo.



5.1 Imibuzo onokuyilindela kudliwano-ndlebe

- Kutheni ufake isicelo kwesi sithuba?
 - Wazi ntoni ngalo msebenzi/nkampani?
 - Ingaba wakhe wawenza umsebenzi ololu hlobo ngaphambili?
 - Chaza ngezakhono onazo neziza kuba luncedo kulo msebenzi?
 - Ingaba usebenza ngcono kwiqela okanye wedwa?
 - Ndixelele ngawe (Abantu abaninzi bayothuswa ngulo mbuzo!)
 - Ngawaphi amagama amahlanu akuchaza ngcono?
 - Ungasebenza phantsi koxinzelelo?
 - Zeziphi izinto obalasele ngazo?
 - Uthini xa ugxeleka?
 - Ziziphi izicwangciso onazo ngengomso lakho?
 - Ungaqala nini?
-

5.2 Imibuzo ongayibuza emva kodliwano-ndlebe

- Ukuba ndiyawufumana lo msebenzi, zintoni izinto endiza kuzenza?
- Ngubani endiza kusebenza ngaphantsi kwakhe?
- Ingaba akhona amathuba okunyuselwa?
- Sishiyelwe ntoni esi sithuba ngumntu obephangela kuso?
- Ingaba kukho ithuba lokuba kungafakwa omnye umntu endaweni yam?
- Ingaba inkampani ibanika uqeqesho olunjani abaqeshwa?
- Ingaba likhona ithuba lekhefu lokufunda?
- Ingaba yeyiphi eyona nkampani iphambili ekhuphisana nayo le nkampani?
- Ingaba endithe ndakwenza ngempumelelo esemagqabini kunikwa ingqalelo?
- Ingaba amaxesha okusebenza asisigxina okanye likhona ithuba lalawo abhetyebhetye?



6. UNGAPHUMELELA NJANI KWIVEKI YAKHO YOKUQALA EMSEBENZINI OMTSHA

- **Fika ngexesha.**

Qiniseka ukuba uzinika ixesha elaneleyo lokuya kufika kwindawo yakho yomsebenzi, ngakumbi ukuba usebenzisa izithuthi zikawonke-wonke. Akusokuze uzifumane usengxakini ngokufika kwimizuzu eli-10 phambi kwexesha. Ukufika ngethuba akubonakalisi nje imbeko kodwa kubonisa nokuzimisela.

- **Nxiba ngokufanelekileyo.**

Ukuba awunxibi yunifomu, sukunxiba ngokungakhathali. Buza ukuba ikhona na indlela ekunxitywa ngayo apha kulo msebenzi.

- **Zilungiselele.**

Maxa onke phatha incwadana nento yokubhala (nokuba zimbini!) – awazi ukuba uya kuzidinga nini na. Kananjalo ungayilibali i-charger yakho yeselula.

- **Olungaka ulwazi!**

Luninzi ulwazi ekuza kufuneka ulufunxe, kungoko ke kubalulekile ukuba ufunde yonke into oyibhale phantsi ekupheleni kosuku kwaye ubhale nemibuzo onayo. Xa ukweli nqanaba kunzima ukubuza imibuzo emininzi.

- **Imizuzu esecaleni.**

Abanye abaqeshwa abatsha bafumana umsebenzi omninzi zisuka, kanti abanye bangabinayo into yokwenza kwiveki yokuqala - ungaphela usenza imisetyenzana ebonakala ingabalulekanga. Khumbula: Ungafunda lukhulu ngokwenza le misebenzi ngoba izakunika ithuba lokubona ukuba inkampani isebenza njani. Ungalisebenzisa neli thuba ucele unikwe

umsebenzi, okanye ufune iindlela zokuzigcina uxakekile. Funda incwadi oyinikiweyo yokuziqeqesha okanye uziqhelanise ne-software ongayaziyo.

- **Kulumkele ukuzithemba kakhulu.**

Njengomqeshwa omtsha, uzakube unehlombe lokwabelana noogxa bakho ngezimvo zakho, kodwa ke abanye abantu ekukudala bephangela apho basenako ukungamthandi umntu omtsha onezi zimvo okanye abacinga ukuba wazi kakhulu. Yazi indawo yakho kwaye uziqhelanise nayo phambi kokuba ucinge ngokuyiguqula.

- **Wamkelekile.**

Oogxa bakho abatsha baza kwaziswa kuwe kwaye ukuba ufuna ukuvana nabo, zama kangangoko ukuwakhumbula amagama abo - wabhale phantsi ukuba unako! Enye into onokuyenza kukuwafaka kwiselula yakho, nokuba awukabi nazo iinombolo zabo. Bhala phantsi izinto ezikhethekileyo ngabo, ezifana nokuthi: "USolly uthanda ukukhwela ibhayisekile ngeempela-veki." Oku kwakwenza ukuba kubelula ukuba khumbula ukuba bangobani na.

- **Sebenzisa amajelo onxibelelwano (social media) ngononophelo.**

Musa ukusebenzisa u-Facebook ekukhupheleni umsindo ngomphathi wakho! Okwenzekayo e-ofisini, kuphelela e-ofisini. linkcukacha ezininzi zasemsebenzini ziyimfihlo. Khumbula ukuba okutshoyo kwi-intanethi kuhlala khona umphelo. Abanye abaqeshi baye benze uphando kumajelo onxibelelwano ngobunjani babantu abasecicini lokuba babaqashe kwaye baninzi abasebenzi abathi bagxothwe emisebenzini yabo ngenxa yezinto abazibhala kumajelo onxibelelwano. Ungalibali ukuba uphononongwa ngeentetho zakho, imifanekiso - nangezihlobo onazo. Zazise ngokubhalisa kumajelo afana no-LinkedIn.



- **Yiba luncedo maxa onke.**

Nikezela ngoncedo, nokuba ayinomsebenzi wakho lowo. Ukuba umphathi we-ofisi ufuna ukuncedwa ekupakisheni izinto ze-ofisi, buza ukuba ungamnceda na. Xa uqaphela ukuba kukho umntu onomsebenzi omninzi, buza ukuba ikhona into onokumnceda ngayo. Ukuba luncedo yinto ebalulekileyo emsebenzini.



Clerk

Nanny

Typist

Cashier

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1. ON YOUR MARKS, GET SET ... **WORK!**

1.1 An action plan for your career:

How can I gain work experience while still in high school?

You are never too young or too old to learn something new and, these days, the possibilities for employment really are endless! Put out feelers while you are still in school to get an idea of whether or not a specific career path is right for you:

- **Job shadowing**

This is a good way to observe someone who works in the field you are thinking of entering. You could shadow them for a few days during the school holidays but even half a day should give you an idea of how what you learn in class is applied in the “real world”. You will get a good sense of whether this is something you enjoy.

- **Mentorship**

A mentor is an adult in your chosen career field who spends a period of time teaching, motivating and supporting you – it is likely that you will later remember this person as

someone who played a pivotal role in your life.



- **Volunteering**

Offer your assistance free of charge in aid of a good cause and you are likely to learn a lot in the process. For example, if you help to clean up litter, you will discover more about pollution, different soil types, water quality, how soil and

water are analysed in a laboratory, as well as how to discuss the subject with other people. This knowledge will serve you well as a laboratory technician, municipal worker, public relations officer or councillor. If you spend your holidays volunteering with the SPCA, this will stand you in good stead for a career as a veterinary assistant or veterinarian.



- **Do you spot a gap?**

Take a look around you, give it some thought and see if you spot the chance to create opportunities where previously none existed. For example, in large cities there are people who take care of houses for owners who have to spend time away for work or on holiday. Others work as dog walkers, exercising pets for people who either do not have the time, or do not have a garden.

- **School business or project**

These are small business operated by young entrepreneurs in a school environment – anything from selling silkworms to making sandwiches or selling biscuits. This will help you learn how to work with money, order stock and budget for things like water and electricity. Use these opportunities to learn as much as you can.

- **Internship**

This involves spending a period of time working somewhere in order to gain experience in your area of interest. It not only supplements classwork but can also earn you academic credits and, best of all, you could also earn a little money.

“... the possibilities for employment really are endless!”

1.2 Self-confidence

Regardless of the line of work you are entering, self-confidence is important. Too little will hold you back, while too much can scare people away.

How can you build self-confidence?

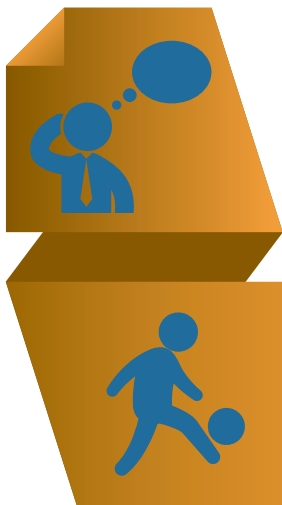
- Improve your skills, particularly those you are already good at.
- Practise, practise, practise!
- Your self-confidence will improve.
- You will definitely see the results.
- Repeat, repeat, repeat ...

“ ... too much
can scare
people away. ”

1.3 Career goals

Have you already given some thought to what you would like to do one day? Do you enjoy working with children, or are you crazy about technology and anything to do with computers?

Remember: It is good to have goals in life but they are meaningless if you don't take action, which we all know takes hard work and requires self-discipline. “I don't have time,” is one excuse that is often used but it usually is not true. You won't develop self-confidence and reach your goals if you do not put in the effort. One of South Africa's most successful golfers, Gary Player, once said: “The harder I practise, the luckier I get.”



There are three basic skills everyone should practise:

- **Emotional intelligence**

This means you take into account other people's emotions and know how to respond to them. It is possible to learn this as you get older.

- **Self-knowledge**

You should regularly think about who you are: Write down your thoughts, try to understand why you do something in a particular way. What are you currently doing well in your life – and what could you learn to do better?

- **Problem-solving**

Young people are often told to know their place and are not encouraged to think for themselves – they do not even try to solve complicated problems themselves. However, the world is changing and people who are able to solve problems usually progress the furthest in life. Therefore, do not wait for someone else to fix a problem for you!



“... goals are meaningless if you don't take action ...”


2. YOUR CURRICULUM VITAE (CV)

A curriculum vitae is a document in which you outline who and what you are, list your qualifications and summarise what you have achieved so far in your life. It is really your own personal advertisement.

Remember:

- Your CV should pave the way for you to be invited to a job interview.
- It must look professional and should stand out from the rest – remember that many other people have also sent in their CVs.
- Write your CV in the language preference indicated in the advertisement. If it is for an Afrikaans company or position, the CV should be written in Afrikaans. Should it be for an English company or position, submit the CV in English. If you are not sure, do send it in both languages.
- Be concise because potential employers initially spend only 10-40 seconds looking at your CV.



- 
- Always be honest, do not make false promises and never twist the truth.
 - Your contact details – telephone number, cell phone number and email address – should be at the top of your CV where they are easy to find.
 - Do not write an essay about yourself and steer clear of graphics, photographs and too many colours. Be business-like and keep the information clear and in point form.
 - Provide your academic information and always begin with your most recent achievement, such as matric: Where did you complete matric, what subjects did you pass and what were your symbols?
 - List any experience you have gained in a workplace.
 - Your references come last – these are people who are in a position to discuss you and your capabilities. Remember to include their contact details (see the example on the next page).
 - Always proofread your CV several times because spelling mistakes and incorrect punctuation will count against you.
 - Save your CV as an MS Word or PDF file and attach it to an email with a covering letter (you will find an example on the next page).

“It is really your own personal advertisement.”

2.1 Example of a basic curriculum vitae (CV)

Curriculum Vitae – Anna Swarts

* PO Box 231, Citrusdal 7430 * 071 234 1234 * aswarts@telkomsa.net

Personal details

ID number: 981007 5098 087

Date of birth: 7 October 1998

Nationality: South African

Languages: Fluent in Afrikaans and English with knowledge of Xhosa (reading and speaking)

Driver's licence: Code 08

Career goals

I am a big animal lover and feel inspired to follow a career in which I can help animals and also prevent them from being mistreated. The assistant's position at the Society for the Prevention of Cruelty to Animals will offer me the opportunity to realize this goal.

Educational background

Citrusdal High School
2007 to 2011

Matric: December 2011

School subjects and symbols achieved

- Afrikaans First Language (B)
- English Second Language (C)
- Maths literacy (C)
- Social sciences (A)
- Business science (C)
- Life orientation (B)

Outstanding achievements

- Member of the student council 2011.
- Book prize for best matric learner in social sciences at Citrusdal High School.
- Trophy for community service.

Work experience

Work as a volunteer at the Citrusdal SPCA
(2008 to present)

- Basic office administration – make appointments for animal sterilisation.
- Assist with feeding and cleaning cages.
- Transport of supplies for the local branch (after obtaining my driver's licence).
- Assist with uploading information on the SPCA website.

Hobbies and interests

- I enjoy reading magazines about animals and their behaviour. Cesar Millan is one of my role models.
- Hip-hop dancing.
- Computer games.

References

- These should be at the end of your CV.
- They should be people who know you personally, such as a teacher, mentor or sports coach.
- Always request their permission to be included on your CV.
- Make sure that their contact details are correct: telephone number, cell phone number and email address.

An example of a referee:

A referee for Anna Swarts
PO Box 231, Citrusdal 7430 071 234 1234

***Mr Pieter Smit**

Class teacher, Citrusdal High School
54 Tulp Street, Citrusdal 7430
Office number: 024 338 1614
Cell phone number: 072 122 2111
Email address: psmit@webmail.co.za

3. YOUR COVERING LETTER



This is a letter in which you state that you are applying for the position. You should briefly describe yourself and explain why you are the best candidate for the job. It can be the first page of your CV or part of your email.

3.1 Example of a basic covering letter

Your name

Your address

Name of the personnel officer

(the person named in the advertisement as your point of contact)

Name of the company advertising the position

Address of the company

Date (of your application)

Dear Mr, Mrs, Miss

(If you know the title of the person to whom you are addressing the letter, use it.)

Otherwise:

To whom it may concern

I would like to apply for the permanent position of general SPCA assistant, which appeared in the classified advertisements in Die Burger (15 December 2011). I attach my full CV for your attention.

As you will see in my CV, I recently successfully completed my matric exams with a distinction in social sciences.

I very much enjoy working with animals and have spent several holidays working for the Society for the Prevention of Cruelty to Animals. I am very patient with animals and their welfare lies very close to my heart. Because of my experience in this working environment, I believe I am the best candidate for the job. I am also always willing to learn new skills.

Thank you for your time and consideration. I look forward to meeting you so that we can further discuss my application.

Warm regards,

Your name

Your contact number (cell phone number)

Your signature (if you would like to include it)

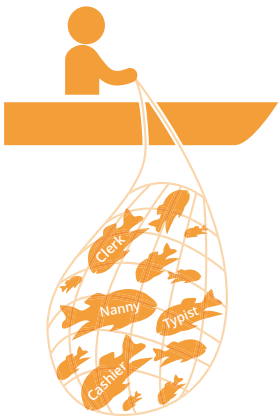
“... explain why you are
the best candidate for
the job.”

4. APPLYING FOR A JOB

4.1 Where do I start?

- **Find part-time work while you are still at school**

This will help you gain the experience so many job advertisements require.



- **Keep your eyes and ears open**

Cast your net wide – if you are only job-hunting via newspaper or internet advertisements, many posts will slip through your fingers. Seek opportunities everywhere: the “help wanted” signs at the supermarket, community noticeboards at the library, conversations you overhear. Furthermore: many jobs are never advertised, which is why you should contact potential places of work on a weekly basis. There might be nothing available immediately but perhaps in three months’ time something will crop up and they will already know all about you.

- **Make your network work**

Friends and family can help you job hunt – and even put in a good word for you. An employer will usually respond positively when an applicant is also recommended by someone he or she knows. The same applies to volunteering: If you are prepared to work somewhere without compensation for a while, and you do your job well, the chances are good that you will later be appointed in a permanent position.

- **Stay positive**

Remember, no one owes you anything. It remains your responsibility to find a job and make a success of your life. If you stay positive and believe in yourself, you will eventually find the right job for you.

- **Be flexible**

Often one doesn't immediately find the perfect job. Don't be too picky; say yes to the position that may not excite you but does give you a foot in the door. There's a chance you will discover something different and learn new skills. Any job is better than no job.

- **Follow up**

Employers are often inundated by hundreds of applications. Ensure that yours stands out by following up your application with a friendly phonecall. This indicates that you have ambition and are motivated to get the job. (But be careful that you do not become a nuisance!)

4.2 The difference between a job and a career

From early on, it is important to be able to tell the difference between the two. Author Elizabeth Gilbert writes: "A **job** is how you look after yourself in the world. A job contributes to your human dignity and security. But the most important thing to understand is that a job does not have to be fantastic or amazing every day. A job can even be boring and ordinary, because it does not have to be soul-fulfilling. Don't judge yourself by your job and don't be a snob about anyone else's."

She says about a **career**: "You do a job for the money, but a career is a big investment that you build over years with passion and commitment. A career requires ambition, strategy and hustle. Your career is a conscious decision; it is your relationship with the world. You do not have to love your job, but you should love your career."

5. THE JOB INTERVIEW

- Be punctual. When you are invited to a job interview, make sure you know exactly where it is so that you can arrive at least 15 minutes early. Arriving late creates an exceptionally bad impression.
- Do some research into the company beforehand so that you have sufficient background information – this conveys that you are interested.
- Dress neatly, which will show that you have pride in yourself and will therefore also take pride in your work. Do not dress too flamboyantly and always take into account the work environment. Think carefully about jewellery, make-up and perfume.
- Remember, the interviewer is not your enemy – he or she has also been a job applicant at some point in their lives.
- Begin the interview with a friendly smile and by greeting the interviewer with a firm handshake. Experts say that the first three seconds of your interview are the most important, because this is when you will be assessed based on your appearance and body language. Healthy self-confidence is important.
- Maintain eye contact, do not be too informal or talk too much, and never make negative comments about a previous place of work.



5.1 Questions you can expect in an interview

- Why did you apply for this position?
- What do you know about this job/company?
- Have you previously done this type of work?
- List your skills that will be useful in this position?
- Do you work best in a team or on your own?
- Tell me about yourself (Many people are caught off guard by this question).
- Which five words describe you best?
- Can you work under pressure?
- What are your strengths?
- How do you handle criticism?
- What are your future plans?
- When can you start?

“... the first three seconds of your interview are the most important ...”

5.2 Questions you could ask after the interview

- If I get the job, what will my responsibilities be?
- Who will I report to?
- Will there be opportunities for promotion?
- Why did the previous person leave this job?
- Is there a possibility that I will need to relocate in the future?
- What training courses does the company offer to employees?
- Is study leave a possibility?
- Who is the company's most important competitor?
- Are outstanding achievements recognized?
- Are working hours fixed or is flexitime a possibility?



6. HOW TO SURVIVE YOUR FIRST WEEK IN A **NEW JOB**

- **Be on time**

Make sure that you allow enough time to reach your place of work, particularly if you make use of public transport. You will never get into trouble for being 10 minutes early. Being punctual is not only good manners but also creates a good impression.

- **Dress neatly**

If you are not required to wear a uniform, do not dress too casually. Find out if there is a dress code for your place of work.

- **Be prepared**

Always have a notebook and pen (or two!) close at hand – you never know when you will need them. And don't forget your cell phone charger.

- **All the info!**

You will have to take in quite a lot of information, so it is a good idea to read through your notes at the end of the day and note down any questions you want to ask. At this stage it really is impossible to ask too many questions.

- **Those spare minutes**

Some new employees will be snowed under from the start, while others will find there is not enough to keep them busy in the first week – you might end up with what could seem like insignificant tasks. Remember: You can learn a lot by completing such tasks as they provide an opportunity to learn

how the company operates. You can also take the initiative and ask for work, or find ways to keep busy: Read the training material or practise using unfamiliar software.

- **Manage your self-confidence**

As a new employee, you will be enthusiastic about sharing your own ideas with your colleagues but some people who have worked there for a long time might not like a youngster who tries to throw their weight around or thinks they know it all. Know your place and become acquainted with your environment before trying to change it.

- **Nice to meet you**

Your new colleagues will be introduced to you and if you want to get on well with them, go to the trouble of remembering who they are – write their names down if you have to! Another good idea is to add them to your cell phone, even if you don't yet have their numbers. Note down personal details, such as: "Solly. Cycles over weekends." This will make it easier to remember who's who.

- **Exercise social media caution**

Do not use Facebook to vent about your new boss! What happens at the office, stays at the office. A lot of information in a workplace is confidential. Remember that everything you say on the Internet stays there forever. Some employers even research the social media profiles of potential new staff members and employees have been fired for comments they have made on social media. Never forget that you are judged by your words, photos – and, yes, by your friends. Expand your network by registering on platforms like LinkedIn.



- **Always be helpful**

Offer your assistance, even if it really is not your job. If the office manager clearly needs a hand unpacking stationery, ask if your help is needed. When you notice that someone is overloaded with work, find out if there is anything you can do to assist. Helpfulness is always an important asset in the workplace.



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Die Stigting vir Bemagtiging deur Afrikaans

John X Merrimanstraat 37, Oakdale, Bellville, 7530

DIREKSIE: Dr Marlene le Roux (voorsitter), dr Dirk Brand (onder-voorsitter), me Fatima Allie, me Mari Lategan, prof Michael le Cordeur, me Karen Meiring, dr Sandra Prinsloo, drs Hendrik Theys, mnr Johan van Lill, prof Steward van Wyk en dr Mvula Yoyo
HOOF: Dr Niel le Roux