Dear students and alumni,

It’s our pleasure to welcome you to this year’s Career Guide, a collection of advice inspired by our daily work as careers advisors.

It is not a coincidence that the guide is renewed around the same time when the CEU Career Days & Fair takes place on campus. We’re equally proud of them; we invest in both of them our energy and hopes, our warm thoughts and strong wishes for your success!

In all careers offices, be it from the “main” CEU, Business School or the new School of Public Policy, our mission is to offer high quality services, programs and opportunities that positively contribute to your professional development and your career success. We encourage you meet us early and often throughout the years you spend at CEU or after you graduate! Let us assist you, especially if your career direction is still unclear or you are exploring less-frequently traveled career paths!

We would also love to hear about your achievements, the good news about a job or a successful career change. What an inspiration to share with the generations that follow you!

Enjoy this Career Guide and stay in touch!

Your careers advisors,
Cristina, Judit, Katalin and Jennifer
The BIG Job Hunt

Graduation season is just around the corner. Get prepared before thousands of new job seekers are joining the millions already on the job search treadmill. Job markets, slowly but surely, start to regain the dynamics, the need to remain competitive is more important than ever. Having this in mind, you must develop a proactive strategy for your job searches if you want to stand out or gain an advantage. Here are a few tips to get the most of your job search this spring:

1. **DO YOUR HOMEWORK** | Preparing to enter the job market is like preparing your dissertation. First you need to research your field of interest and you really need to dig in to be able to start building up the ‘book’ of your life. Who are the top players in your desired field? What are the current trends? What jobs, internships or volunteering opportunities could help you get your foot in the door? Treat your job search like a job. Invest your skills and time into studying opportunities in your field of interest and observe what’s going on in that market. Start making contacts and developing relationships through your networks now!

2. **NETWORK, NETWORK, NETWORK** | Networking – you can’t hear this enough – is one of the most valuable tools in your job search. Many professionals find their next job because of someone they know. As a fresh or recent graduate, use any resource, contact, and service you can think of. Start talking with your professors as they may be able to refer you, or join your favorite organization’s Facebook page or cause and write comments on their sites. Use LinkedIn, Google+ or other networking tools, as you may have a friend of a friend or a CEU graduate who works where you want to get a job. Talk to people wherever you go and mention your job search position. Go to graduate and career fairs to meet potential employers.

3. **UTILIZE SERVICES** | CEU has a Careers Office! Start there, if you haven’t visited us yet! Attend workshops, mock interviews, CV and resume clinics, employer presentations, and corporate showcases. Ask for a personal consultation with an adviser or participate in the Resume Book. Use the CEU Job Vacancies Board to stay updated with openings, and the Alumni Mentoring Scheme to find alumni who can equip you with essential skills and information when you are applying for jobs in your desired field or organization. These services are all free and exist to help you and guide you to find that dream job!

4. **CAST A WIDE NET** | Every job seeker needs to widen their focus to find more available opportunities. When developing your job search strategy you should cast a wide net by looking for jobs in different locations, job postings in a variety of places (such as online job boards, social media, forums, company websites, job fairs, and more), and in a variety of related fields (for example, jobs in marketing, public relations and advertising or research for business). The more options you make available for yourself, the greater your chances of getting that first job and starting to accumulate the experience you need to land the dream job you want!

5. **DON’T WAIT FOR YOUR DREAM JOB! YOUR PLAN B CAN BECOME ONE**. If you can’t find your dream job upon graduation don’t despair, but have a Plan B! It is always better to work somewhere, than wait at home until your dream job is available. You might discover something unexpectedly rewarding, a career path you hadn’t considered before or, in the worst case scenario, you might learn what to avoid in your next job! Stay in competition by building professional experience, by taking a lower position, or part time work, at a great company and start climbing the job ladder there. Consider taking an unpaid internship, volunteering in a position related to your interests, or working abroad. Any of these opportunities will provide you relevant experience and expand your networking base. The experience you gain and the people you meet could very well open doors to a full-time position at an organization you wish to work for.

6. **RESOURCES** | Check the Resources section in this brochure for job portals, search agents and graduate career portals we recommend. Also, pop into the Careers Office for tailor-made guidance that can lead you to a job opportunity or build a bridge between you and potential employers.

The key to any successful job search is preparation and perseverance. Feel free to use these tips to give a kick-start to your job search and to ensure the best opportunities for your success.
Web 2.0 tools in job-search

Job-search has changed dramatically lately, due to a wide range of social media tools and the possibility to use different virtual techniques. Almost every one of us knows and/or uses some of these tools either for private or for professional reasons. However, it is good to know that these techniques are also widely used in the job-market.

**SOCIAL SITES TO INCREASE YOUR SELF-BRANDING**
The most important is to use them responsibly. You can never know when a recruiter will check your profile or page to get some information about you (e.g. before a personal interview). On the other hand, you can enhance your self-branding by using these sites consciously. If you are an active job-searcher it is worth (1) joining some professional groups you are interested in, (2) getting in touch with people in your field of interest, or (3) participating in professional discussions. The most popular social sites which can be used in job- and candidate-search are: Facebook, LinkedIn, Google+, Twitter, Youtube, Xing.

- **Facebook** | extensively used by headhunters and recruiters, therefore be aware of the content of your personal page. You can join the FB pages of certain job-boards, job-fairs or professional groups.

- **LinkedIn** | functions as a sort of virtual business-card or virtual CV. If you are not member of the LinkedIn community yet, it is time to register, because 90!!! percent of the recruiters use this page every day for successful candidate-hunting. You can also use it to build and strengthen your professional network, get in touch with alumni, join job boards, stay informed about events/trainings/seminars, be members of different professional groups etc.

- **Twitter** | tweet responsibly in topics that interest you. Companies use it in a variety of ways, including job advertisements. Use specific Twitter Job sites for finding jobs!

- **Youtube** | create your own video-resume or use it for getting more information about organizations, people, events etc.

- **Xing** | it is the “German version of LinkedIn” for professional networking.

**SEARCH OPTIMIZATION TECHNIQUES IN JOB-SEARCH**
Besides self-branding, you also have to be aware of search optimization to find the job of your dreams. The goal is to find the most relevant job-opportunity for you in the most effective way, investing the least energy and time. The two most useful tools for effective searches are the RSS and the Boolean Search.

- **RSS** | really simple syndication is a web-tool which alerts you when updates are made to your favorite sites. Almost every job-board supports RSS, therefore after installing your RSS aggregator you can easily follow your most often visited sites and stay updated about opportunities of your choice. For more information visit this page: http://www.digitaltrends.com/how-to/how-to-use-rss/

- **Boolean Search** | Learn how to combine keywords of AND, OR, NOT with marks of such as “ “, ( ), * when searching in databases (like Google, Yahoo, Bing) to get the most relevant job-findings for you. For instance if we put two or more words between quotation marks that means these words will appear exactly in the same order as a result of our search. If we use star then the endings of a word can vary giving different search-results. For more information visit these pages: http://libcalostate.edu/tutorials/boolean.html, http://msass.case.edu/harrislibrary/libstudents/tutorials/tutboolean.html

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Resumes and CVs: Which type to use and when?

First of all, let us try to clarify the difference between the CV and the resume:

A CV is an in-depth document (2-3 pages long) that covers your achievements more extensively than just a career biography does. It covers your education and academic background as well as other accomplishments such as awards, research experience, publications, presentations, affiliations and other relevant qualifications. Usually, a CV doesn’t change significantly for different positions. Instead, any additional details relevant to the job are written separately, in the cover letter. A CV is mainly used for academic applications, although it is appropriate for research jobs or positions in the non-for profit sector.

A Resume or resume is a brief document not longer than a page or two because it is not meant to be looked at for long. The content must be customized and tailor made for the job, providing the candidate an opportunity to stand out from the crowd quickly and effectively. The resume is commonly used for job applications.

In a nutshell, the main difference between a CV and a resume is that a CV is intended to be a full record of your career history and a resume is a brief, targeted list of skills and achievements tailored to the job. Do note that resume is mostly used in the United States, but more and more European employers have “imported” it lately. Still, many of them would request a CV for applying for a job, when what they really mean is a short, tailor-made document - the Resume. We differentiate among three types of CV/Resume:

1. Chronological | The most traditional format, this type outlines your educational history and your previous jobs through time. It gives a sense of the storyline of your life, therefore helping the reader review your career progression.

   USE THIS TYPE OF CV/RESUME, WHEN:
   • Your career followed a logical and steady development path, typically within a single subject or industry

2. Functional (Skills-based) | A functional CV/resume focuses on your skills and experience, rather than on your chronological work history. You can mix and match job duties from various types of experience. It gives you the opportunity to put your relevant skills into the spotlight even if you do not have relevant work experience for the job applied for. Your document will basically start with a paragraph or a bullet list, focused on your most relevant skills or competencies.

   USE THIS TYPE WHEN:
   • You want to change your career field
   • You have gaps in work history for any reason
   • You have little experience because you are just starting out, or just finishing university
   • You want to show that you possess the relevant skills even though you do not have experience in that field

   The disadvantage: it may give employers the impression that you are deliberately hiding something and that is why you chose this type of resume.

3. Combination (Chrono-functional) | This CV/resume represents the best of the two previous types. Inevitably, it is longer; so it is very important that you grab the reader’s attention straight away to avoid the danger of their getting bored and discarding your CV without reading it through. When using a combination CV/resume, make sure you list your skills and experience first and employment history next. With this type of resume you can highlight the skills relevant to the job and also your work experience in the chronological order that employers prefer.

   • There are no gaps in your work history
   • You want to make progress in the same industry and are looking for a promotion or better conditions

   Start by listing your work history, with the most recent job listed first and then the rest in reversed chronological order. Employers prefer this type because it is easy to review what jobs you have held and for how long.

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USE THIS TYPE OF CV WHEN:
• You want to show that you have the right skills and the work experience required
• You want to emphasize skills you may haven’t used in a while
• You are applying for an executive level post
• You have lots of experience in the chosen field
• Your chronological CV is quite airy and you need to “fill it out”

Mini Resume
A mini resume contains a short summary of your career highlights and qualifications. Use this type for networking purposes or for special requests. For instance, some potential employers through your contacts may just want an overview of your accomplishments, rather than a full length resume.

The Great Supplements: Cover letter, ‘vesume’ and pre-interview presentation

Cover letter
The main function of a cover letter is to impress and spark interest so it is very important that you get it right. First of all, it has to be the same style as a business letter, with your name, address, telephone number and email address on the top, followed by the date and then the employer’s name, organization and department.

A cover letter should always be brief (one page) and neat, no more than five paragraphs with each being two or three sentences long. Make sure you use simple language and simple sentence structure, with absolutely no spelling errors or mistakes.

In the first paragraph, write immediately what makes you better than other candidates and applicants.

Talk about the organization and emphasize what impresses you and what attracts you to join them. Select the top three qualities the employer is looking for and provide examples that you have also covered in your CV. However, do not rewrite your CV; only include relevant, edited highlights from it. Show how motivated and enthusiastic you are by using dynamic action words such as: analyzed, clarified, collaborated, communicated, instilled, motivated etc. Draw a positive pen-picture of yourself!

Finish your letter with a call to action, request that the addressee contact you, or imply that you will be in touch to discuss your application.

In terms of contact details try and find the name of a specific person to whom you can address your letter. It should be someone in management with hiring power or someone who can refer you to an HR person relevant to your job application. As a tip, use LinkedIn to identify a specific addressee. This shows your determination and focus when it comes to inviting you for an interview.

Finally, it may sound old-fashioned but make sure you sign at the bottom; it’s a great way to give authenticity to your cover letter. However, since hard-copy applications are rare, a picture of your handwritten signature, nicely inserted in the electronic letter would have the same effect.

the ‘vesume’
The vesume (video resume) is a tool that gives you the chance to make an even greater impression on employers!

A video resume is a short video that boosts your application as a supplement to your CV or resume. More and more companies offer this professional service, but the do-it-yourself approach would work just as well. Sit down in front of your webcam or camera and capture the attention of prospective employers by describing the skills and qualifications you have. This is a great way to stand out of the crowd and get noticed! For examples, and how to make a vesume, check: http://www.supremecv.com/
**Pre-interview presentation**
This is a great supplement to any CV or resume. The idea is that you prepare a creative power point presentation demonstrating how you, as their new ‘Environmental scientist’ (for instance), would get involved with certain projects, how you would carry out new assignments, build new networks for them etc. Come up with creative ideas, go the extra mile whatever it takes to show your determination. Make sure you put the organization’s logo on each page, so they can already mentally think of you as part of their team. This is a great tool to show how motivated you are to be invited for an interview and gives them an idea of your attitude and how you would be a great fit!

**The skills you must have before you jump!**

In today’s graduate market, you need to be prepared for the fact that employers expect more than your hard earned degree. Employers value workplace skills, as they determine your potential contribution at work. To explain this further: your degree might give you theoretical knowledge but it’s your workplace skills that will decide whether you can put those theories into practice. In this chapter we discuss a range of transferable skills and attributes that you may have to develop or improve when starting your career.

When we talk about transferable skills you are most likely to have quite a few of them already. You may have developed these through studying, doing clubs and societies, project work, part-time jobs, sporting activities, team activities and so on.

Have a look at our skills directory and try to make a mental list of activities through which you could have gained these. Do not worry if you haven’t developed each and every one as we all do different tasks at different times in our lives that develop our skills gradually.

| a | **Verbal and written communication skills**: ability to use both efficiently and confidently in a clear, positive and appropriate way. For instance, it is very important to communicate your ideas effectively. Example: Giving a presentation in front of your class or at a conference. |
| b | **Problem-solving**: it requires analytical/logical thinking and the application of this to problems. You need to demonstrate evidence of how you can identify key issues and prioritize these. Use ingenuity to overcome difficulties and to research and implement solutions. Example: You organize an outdoor event and it starts to rain. How would you solve that? |
| c | **Team work**: the ability to work effectively with others focusing on accomplishing a task of mutual interest. Example: Working on group projects at university. |
| d | **Flexibility**: ability to adapt to new situations and circumstances quickly while having a proactive approach and taking initiative and showing motivation. Example: Your professor decides to change the assignment topic two days before hand in date. |
| e | **Ability to work under pressure**: an essential work skill because almost every organization works with deadlines. You could have easily gained this skill while working on assignments or your dissertation. Example: Assignment deadline is tomorrow and you are half way finished... |
| f | **Planning and organization**: the ability to address a task and develop action plans followed by well considered strategies resulting in a successful outcome. Example: This is how you build up your dissertation—step by step. |
| g | **Interpersonal skills**: ability to effectively translate and convey information, being sensitive to other colleagues’ feelings, being able to accommodate, compromise and collaborate with fellow workers effectively. Example: Think of team roles when working on a group project at university. |
h | Ability to use initiative: ability to improve something such as a service, a process or a product. When employers look for this skill they would like you to spot opportunities to develop the business or organization. This can include learning new technology in order to be more productive or to improve workflow. Example: Organize a student club of your interest and make it popular.

i | Leadership: this skill shows that you are able to organize events and people effectively. Possessing this enables you to develop and channel the ideas and potential of others. Example: Being captain of a football club.

j | Decision-making: to be able to consider and identify alternative choices and to choose the one that has the highest probability of success or effectiveness and best fits with your goals, desires, lifestyle, values, and so on. Example: Choosing your degree.

k | Networking: the ability and confidence to develop long term relationships with others for mutual benefit. A networking mindset is one that takes advantage of casual meetings that happen unexpectedly. You never know when you might meet someone who could give you just the lead you need to move the career change process forward. Example: Coming to our career fair and meeting potential employers!

l | Multi-tasking: to be able to complete multiple tasks at once. Also, to show willingness to take on more responsibilities outside your direct job area. Example: Talking on the phone while writing an email.

m | Numeracy skills: ability to reason with numbers and mathematical concepts. Being numerically literate includes having numbers sense, operations sense, computation, measurement, geometry, probability, and statistics skills. Example: Have you used spreadsheets during your program of study or in your personal life to manage your finances?

n | Negotiating: being able to come to a mutually satisfactory agreement. During negotiation, mutual trust should be established, which requires honesty and integrity. By working together you are able to come up with a compromise solution that suits everyone. Trying to see things from others’ perspective is also a very useful skill in negotiating. Example: Negotiating titles for your assignment with your professor.

This list probably does not cover all of the transferable skills each job requires. However they do indicate some of the necessary key skills you will need to get started. Don’t forget that choosing and getting onto the right career path is a skill on its own!

Career Tips: CV/resume checklist

Regardless of the layout you choose for your CV/resume, make sure it’s clear, elegant and easy to read for recruiters. A typical chronological CV/resume structure contains the following sections:

Name | On top of the page (instead of the title “Curriculum Vitae”)

Contact Data / Personal Data | Permanent address and temporary (current) address, if they are different | Make sure you list your telephone number (full international dialing code) and e-mail address | Include a link to your portfolio website or to your LinkedIn profile, where the reader can read more about you | You can include citizenship if you feel it would be useful for the employer, but age, gender, marital status etc. are optional

Education | Inverse chronological order. Specify city and country of institution. | No need to mention high school or anything before BA degree | Subjects, courses and thesis topic, only if requested or very relevant to the job | Study results (GPA, etc) only if requested or outstanding (make sure you use a universal system of evaluation or equivalents)

Awards | Scholarships (only if obtained on a competitive basis), Dean’s List, prizes etc | Outstanding educator award, achievement award etc.
Interviewing

**INTERVIEW PREPARATION**

A job interview can be a stressful situation, but it doesn’t need to be. Here are four steps that will help you answer questions better, control any nervousness, and get the right job for you.

**Step 1 | Know Yourself**

Knowing yourself starts with understanding your values and priorities. Your values can be lofty or very practical, such as an interest in working on a particular issue, developing specific skills, making more money, working for an equal opportunity employer, or being entrepreneurial. Once you’ve identified your values, then you need to prioritize them. What is most important to you right now? After values and priorities, you want to consider your interests and strengths. Make a list in each category. When you have considered all of these areas, focus on what is relevant to your job search and, more specifically, your upcoming interview.

Based on these areas, develop questions for your interviewer. Questions demonstrate that you’re serious about the position, you have taken initiative and conducted research, you are knowledgeable about the organization and the field, and you understand how you fit in the organization. This is also a time to prepare concrete examples of how you’ve demonstrated the relevant skills and experiences the organization is seeking.

**Step 2 | Know the Organization and the Job**

Now it’s time to revisit the job and organization research you conducted before you submitted an application. Study the knowledge areas and experiences required and requested. Have 2-3 anecdotes for each skill or experience sought.

It’s also time to study the organization’s website. In addition to the obvious sections, review some recent press releases, any executive summaries, testimonials from former interns and even the obscure pages. Know the organization’s mission, vision, history, accomplishments, and current projects. Talk to people at the organization or in the field.

**Work Experience**

- Inverse chronological order. Specify employer’s city and country.
- Volunteer jobs and internships count.
- Mention details that are relevant to the job for which you are applying.
- Target: measurable achievements, skills you have developed, relevant responsibilities

- **Examples of achievements**: Conducted surveys with 600 people to determine product awareness, co-ordinated communications among teams in five countries, raised 34,000 USD in funds, optimized the NGO’s reporting system for local authorities, wrote articles for a publication with 10,000 readers, etc.

- **Examples of developed skills**: Trained project designer, developed extensive networking skills while communicating with over 100 international organizations, etc.

- **Examples of responsibilities**: Conducted two awareness-raising campaigns targeting young people etc.

**Membership / Extracurricular Activities**

- Professional associations or groups that you are a member of, event organizing, etc.

**Publications**

- Section included in academic CVs only or whenever relevant

**Participation in events and conferences**

- Section included in academic CVs only or whenever relevant
- Mention only events and conferences where you played an active role (lecturer, presented own paper, organizer) and not a mere participant
- No need to mention participation in 2-3 day events that happened more than 5 years ago

**Skills**

- Language skills, technical (computer) skills, personal skills etc.
- See the previous article in this brochure for advice on how to assess your skills.

- **Examples of personal skills**: Well-organized, ability to remain calm under pressure, good sense of humor, an eye for detail, good presentation skills developed while teaching summer school classes, high level of adaptability in a multinational environment, ability to motivate and energize others

**Interests**

- Ideally career-related, emphasis on success and transferable skills

- **Examples**: Captain of my hometown football team for the last 6 years, passion for photography and film-making about multiculturalism in Eastern Europe, interest in lobbying regarding environmental issues in developing countries, etc.
Beyond the regular questions you have during interviewing, what do you want or need to know about this position or organization? Add these questions to the ones you already have.

**Step 3 | Practice**  
Run through typical interview questions. Anticipate questions related to the skills and experiences outlined in the job description. Focus especially on any questions you know are personally challenging.

As you practice (and, of course, in the real interview), always answer in the most relevant way. Don’t share a fact unless it matters.

If you can, demonstrate knowledge of the organization by paralleling what you’ve done and inserting examples of similar projects, approaches, or techniques that the organization is doing. Be concrete, positive, and naturally enthusiastic. Don’t be afraid to take a moment to think about an answer. And don’t forget to smile.

It’s also important to practice out loud. Don’t memorize answers word for word; instead, get to a comfort level with the potential questions, skills, and experiences involved with the position. If you need more help, ask your Career Advisor for a mock interview session and practice in a safe environment.

**Step 4 | Make the Right Impression**  
Unless you are told differently, you should dress in standard business attire for the organization and the field. Look polished in other ways, including your hair, shoes, jewelry, make up, and other potential accessories. Review the job description and your application materials just before the interview to refresh your memory and become focused.

**At the Interview**  
During the interview, the employer is looking for information just as you are. Remember, you are there because the interviewer likes what you have to offer and wants to learn more about you to see if you’re a fit. This is also your time to assess your compatibility with the job, your potential colleagues, and the organization.

**For all Types of Interviews, You Want to Do the Following:**

- **Speak calmly and confidently, as communication is one of the key skills that employers look for; avoid speaking too quickly or mumbling.**
- **Listen to the interviewer and the questions asked. Make sure you understand the questions so you can answer them in the most relevant and accurate way.**
- **Show that you know the organization, are motivated, and would fit well into the team.**
- **Ask the questions you have for the interviewer.**

**For Any In-Person Interview, Here are Some Tips:**

- **Take a briefcase, professional bag, or some type of portfolio.**
- **Have extra copies of your CV, especially if you’ve recently revised it.**
- **Consider bringing references or relevant samples of your work.**
- **Do not forget your list of questions for the interviewer. You can also bring an outline of the items you want to ensure you mention about you.**
- **Arrive 10-15 minutes early.**

The following are tips for specific types of interviews.

**Telephone Interview**

The telephone interview is becoming increasingly popular among organizations as a method to conduct an initial screening of candidates. Most of the time you will schedule an appointment for a phone interview. If the interviewer calls unexpectedly, it’s ok to ask them politely if you can schedule an appointment.

- **Make sure that you are in a quiet place where you can concentrate and take notes.**
- **Make sure that you can hear the person and the person can clearly hear you.**
- **Do not chew gum, eat, or drink during the interview.**
- **Have your application materials in front of you to remember the highlights of your experience and accomplishments and what you submitted.**
Academic Interviews
Academic job interviews are very different from other job interviews. Conducted in several stages and usually involving campus visits and discussions at conferences, these interviews are essential opportunities to “sell yourself” to a department. For jobs in higher education, panel interviews are most common, but job talks with faculty, staff, and students in the audience are also becoming a practice.

• Make sure you keep in mind your research’s relevance for the institution at which you’re interviewing, how it fits in the department’s goals, etc.
• Ask who will be in the audience if required to give a presentation, such as an outline of your recent research or a short lecture.

Online Interview
Online job interviews, such as those via Skype, have also become increasingly popular, offering a fast and cost-effective alternative to flying to another city or country for an interview.

• Check in advance that your computer (application, camera, microphone) is working properly.
• Dress appropriately from head to toe.
• Make sure that the room you are in looks tidy and as professional as possible.
• Maintain eye contact as much as possible, balancing between looking at the webcam to appear looking at the interviewer and at the screen for gauging reactions.
• Act naturally but professionally.

One-on-One Interview
Traditional one-on-one interviews can offer the best opportunity for the interviewer and you to establish rapport and see if you’re a good fit for the position and the organization.

• Make eye contact, give a firm handshake and, most importantly, smile! It will make a good impression and help you relax.

Assessment Centers (Group Interview)
A group interview consists of a standardized assessment of behavior based on multiple evaluations including job-related simulations, interviews, and/or psychological tests. A variety of testing techniques are used to allow candidates to demonstrate the skills and abilities that are most essential to succeeding in a given job.

• Do your individual best and also be a team player. The assessment center is not the place to compete with the other candidates. Oftentimes, the best team player wins.
• Be yourself, but at the same time remember what position you are applying for and act as if you already have the job (decisions, judgment, behavior, etc). It will help the recruiter get a clearer idea of how you would do in the position.

Sample General Questions
• Tell me about yourself.
• What interests you about this job? …this organization?
• What strengths do you bring to this position?
• What is your biggest weakness?
• In what ways do you think your coursework has prepared you to succeed in our program?
• Describe a group project that you worked on and your role in it.
• Tell me about your most recent work experience (internship, job, volunteer, etc). What was challenging for you? What contributions did you make?
• Where do you see yourself in 5 years? …in 10 years?
Career Resources Online

The CEU careers center is happy to share a collection of more than 400 career links, including job and internship boards, career assessment and quizzes, sources for fellowships and grants, career advice pages, work & travel tips, worldwide directories of NGOs or think-tanks. CEU students and alumni are invited to login on http://alumnicareer.ceu.hu/Care. Some of the resources you may find in the Care - Career Resources database:

Job Portals for Business

VAULT | www.vault.com
WETFEET | www.wetfeet.com
CAREERS IN BUSINESS | www.careersinbusiness.com
EUROECONOMIST | www.euroeconomistjobs.com
TOPTIERLAWYERS | www.toptierlawyers.com

Job Portals for NGOs, Non-profits and International Organizations

DIRECTORY OF DEVELOPMENT ORGANIZATIONS | www.devdir.org
CAREERS IN UN INSTITUTIONS | careers.un.org/lbw/home.aspx
INTERNATIONAL DEVELOPMENT JOBS | www.deveex.com | http://www.internationaljobs.org
ORGANIZATIONS, JOBS, INTERNSHIPS AND RESOURCES IN INTERNATIONAL NON-PROFIT SECTOR | www.idealist.org
JOBS IN EUROPEAN INSTITUTIONS AND CONSULTANCIES | www.euro-jobbing.com | http://jobs.euractiv.com
PUBLICAFFAIRSJOBS.COM | www.publicaffairsjobs.com
EUROBRUSSELS | www.eurobrussels.com
POLICY JOBS | www.policyjobs.net
FOREIGN POLICY JOB BOARD | jobs.foreignpolicy.com

Job Portals for Education and Research

POSTDOCJOBS.COM | www.postdocjobs.com
PhDS | jobs.phds.org
JOBS.AC.UK | www.jobs.ac.uk
ACADEMIC JOBS EU | www.academicjobseu.com
HIGHER ED JOBS | www.higheredjobs.com
ACADEMICKEYS | www.academickey.com
H-NET | www.h-net.org
10 ACADEMIC RESOURCES DAILY | freestudiesabroad.blogspot.com
CAREEREDU | www.careeredu.eu

Internship Portals

INTERNABROAD | www.internabroad.com
INTERNATIONAL INTERNSHIP PROGRAMS | www.internshipprograms.com
GAPYEAR | www.gapyear.com
CAMPUSSUCCESS | www.campussuccess.com/internships
GLOBAL PLACEMENT | www.globalplacement.com
EU-INTERN | http://eu-intern.com
ASIA-INTERNS | www.asia-interns.com/home

Career Advice Portals

CV TIPS | www.cvtips.com
COVER LETTERS | www.cover-letters.com
JOBMOB | jobmob.co.il
REED CAREER ADVICE | www.reed.co.uk/career-advice
MONSTER CAREER ADVICE | http://career-advice.monster.com
PROSPECTS | www.prospects.ac.uk/careers.htm
EUROGRADUATE | www.eurograduate.com
QUINTESSENTIAL CAREER | www.quintcareers.com
Career Fair Tips: How to make the most of a job fair

When you participate in the Career Fair...

… it could happen that you don’t know in advance which employers will be present, or information about job openings becomes available too late for you to prepare a targeted resume, not to mention a motivation letter. What to do in this case? Prepare a career profile, a very short (4-line) summary, placed at the top of the front page of your resume below your name, which states three main points:

1. Who you are
2. Your experience and what you have accomplished
3. What you are looking for

Example | A young graduate in International Relations and European studies, detail-oriented, able to multi-task effectively, good organizer and problem solver. Three years’ volunteer and project management experience in Eastern European countries. Interested in working with international organizations on European Security and Defense Policy.

What you can do before the event:

• Take the time to read one or more of the articles on career fairs and practical tips on how to make the most of them.
• Do your homework and research. Check who is participating and research the organizations that interest you the most. Gather basic information about the employers (size, location, top management), their products and their ranking in their respective industries.
• Make sure your resume looks perfect. Review for keywords and accomplishments, check for typos and other spelling errors and customize for each targeted organization (even if it is something as small as inserting the organization’s name into your job objective). Print out extra copies of your resume to bring to the career fair. Feel free to download your document from the CEU Resume Book, if you participated this year. You might want to consult your Career Services Office as well, for feedback on your resume.
Check your attire. It is advisable to wear a well-fitting suit to career fairs. For men, that means a conservative shirt and tie, polished shoes, tidy hair and no distracting jewelry or visible piercings. For women, it means a conservative suit (skirt or trousers), shoes and tights, styled hair, tasteful jewelry.

Create or review your elevator speech: a 15-to-30-second presentation that succinctly tells company representatives who you are, what makes you unique and how having you as an employee would be of benefit to them.

Examples of elevator speeches
1. My name is Peter. I’m currently completing my Environmental Sciences degree and have a background as manager at an urban agricultural non-profit company. I have strong computer skills and I’m fluent in English and German. I spend much of my time exploring new trends in Corporate Social Responsibility and I am looking to work for an international organization in this professional area.
2. Hello, my name is Marina and I am about to graduate with an MA in Public Policy. I was pleased to see that NATO would be here at CEU, so I came to the Career Fair to learn more about your internship program. I have prepared my CV, where I mention my previous experience in the Public Diplomacy sector in France. I am also fluent in English and French. Can I leave a copy of my CV with you now, or shall I apply online?

What you can do at the Career Fair:
• Attempt to establish rapport with each recruiter. Remember to smile, make eye contact and offer a firm (though not a knuckle-cracking!) handshake. Use your elevator speech.
• Answer questions, showcase your knowledge about each company, but also remember to ask questions so that you gather a better understanding of which organizations are the best fit for you.
• Ask about the organizations’ recruiting timetable. Solicit information about the next steps of the process.
• Don’t forget to collect business cards from each recruiter. If you can’t get a business card, be sure to get all their contact information (including the correct spelling of each person’s name).
• Network, network, network. Make connections with people: not just the recruiters but also fellow job-seekers, career professionals and similar. The more people you have in your network, the more effective it will be.

Following up on the event:
• Your search for employment does not end with the close of the Career Fair.
• After the fair concludes, write down notes about the conversations you had with company representatives.
• Consider developing some sort of system for keeping track of all the recruiters and potential job leads.
• Send thank-you notes to each recruiter or company representative(s). Write or e-mail each of the people you have met and thank them for their time, and be specific about where and when you met them. Most job seekers fail to take this simple step and often fall behind those who did express their thanks.
• After contacting the representatives you’ve met, express your continued interest in their organization and get more information about the next steps in the application process. Include another copy of your resume and provide any follow-up information the employer might have requested at the job fair. This may include a cover letter or a letter of recommendation.

DON’T FORGET TO MAKE COPIES OF YOUR RESUME AND BRING THEM TO THE 13TH CAREER DAYS & FAIR ON FEBRUARY 19, 2016!
The integrated CEU Alumni Relations and Career Services Office (ARCS) serves as the principal office coordinating all alumni and career support programs for CEU students and graduates. Our mission is to engage our clients in a mutually beneficial, lifelong connection with each other and the university. We strive to empower students and fresh graduates with the skills necessary to succeed in their professional lives while fully utilizing the power of the CEU alumni network.

SERVICES FOR STUDENTS

Through our diverse range of services and programs, we empower students and graduates to find the best opportunities available to them and to develop their career paths, while ensuring that they have access to information relevant to their professional interests.

- Individual and group guidance | CV / resume and cover letter review, skills assessment, interview behavior, job search strategies, networking, customized services for doctoral students.
- Career-related resources | Comprehensive library of career guides, Internet resources
  http://alumnicareer.ceu.hu/CaRe
- Contact with employers | Recruitment materials, on- and off-campus events: Career Days; corporate presentations; interview sessions; Open Days
- Online Job Vacancy Board | http://alumnicareer.ceu.hu/jobs | The easy-to-use tool gives CEU students and alumni the opportunity to check all the exciting job announcements (500+ adds yearly) the Career Office receives directly from employers, alumni and partners.
- Resume Book | A collection meant to increase the visibility of job candidates among employers.
  The online book includes all aspects of a profile that employers focus on. The new on-line filtering and keyword search make the selection process of the potential candidates even faster and more efficient.
- Alumni Connections network | Providing contacts with alumni from specific countries and professional areas, organizing networking events for sharing experience and know-how.

SERVICES FOR ALUMNI

As a graduate of Central European University, you are a member of the CEU alumni community. This network of graduates serves to cultivate a close relationship between the University and its alumni, helping them remain involved in university affairs. As an important part of the university’s commitment to strengthen and develop its relationship with former students, the university is able to offer a range of services either free of charge or at reduced rates, including:

- Networking | (alumni chapters and clubs, alumni directory, online groups, support for reunion and other events, alumni association, leadership and volunteer opportunities)
- On-campus services | (discounted accommodation at CEU Residence Center, CEU computer login, CEU Library privileges, foreign language courses, discount at the CEU bookshop, sports and recreation opportunities)
- Electronic services and communication | (email for life, quarterly electronic newsletter, online alumni Directory)
- Career services | (access to Job Vacancies Board, guidance for skills development and job searches, electronic library of career-related resources, contact with employers, Alumni Connections network).

CEU Business School Career Services Office

Today’s job search is an entrepreneurial venture. To be successful, you must know your personal abilities and goals, understand specific industry and company trends, and adopt a resourceful and proactive approach to your career. In an environment of uncertainty and risk, you need to be creative, motivated and able to initiate and embrace change. The goal of the CEU Business School Career Services Office is to provide students with every resource and service necessary to pursue their professional ambitions. CEU Business School is dedicated to helping students make sound business choices and is committed to career strategy development through career education, counseling, market-oriented job and internship search, as well as consulting assignments. Some of the services provided by the Career
RESUME BOOKS
Our Graduate Resume Book of our full-time and Executive MBA students as well as our MSc in IT candidates offer an efficient way of matching a candidate’s profile with that of companies which are hiring. These annual publications of current student resumes are published in hard copy and are also available on our webpage. As companies use these publications very actively when looking to hire talented professionals, each year more and more students decide to publish their resumes in the Resume Book.

OPPORTUNITIES FOR SENIOR PROFESSIONALS/ALUMNI
As the history of the CEU Business School dates back to 1988, we have a wealth of experienced professionals, about 1800, who have graduated with a management degree. Alumni receive invitations to corporate events, and they also have access to regular career services (career consultations, Career Services Library, online resources).

Services Office include personalized career counseling, resume and cover letter writing, company and industry information, contact with companies through CEU Business School alumni, mock interviews, workshops and an array of research materials for student usage.

JOB VACANCY BOARD
Students of the CEU Business School - just like main CEU students - have access to our CEU Job Vacancy Board | http://alumnicareer.ceu.hu/jobs | Vacancies arrive from our corporate partners as well as from university alumni, from all over the world and from various fields, including Management Consulting, FMCG, Banking and IT. Each year, more than 300 MBA announcements are posted for our students, thus increasing their chances of finding a position that matches their skills and business backgrounds. Undergraduate students are encouraged to take part in internships during their studies and their summer holidays. Internship opportunities are also regularly posted on the page for our enrolled students.

CAREER DEVELOPMENT PROGRAM
More and more professionals recognize that, in order to become successful, it is not enough to solely focus on hard skills but they must also develop soft skills, such as communication, negotiation skills and active listening. As part of the Career Development Program students are encouraged to attend workshop series (e.g. Resume Writing Skills, Interview Skills, Presentation Skills and Networking Skills), career related presentations (e.g. Job Search Methods, Personal Branding, Social Media) and networking events (such as networking events with alumni, Start-up Career Fair, Corporate Showcases).

CORPORATE SHOWCASE
Our successful Corporate Showcase series gives companies the opportunity to market themselves to our students, and share information about their history, corporate culture, products and activities, employment opportunities and position requirements. These showcases give students the opportunity to find out more about various companies, as well as to network with professionals.
CEU School of Public Policy Career Services

SPP’s Office of Career Services (OCS) provides students specialized support for the public policy field and equips them with the resources they need for a career making a positive difference in the world. Working with the SPP and CEU communities, employers and other stakeholders, OCS maximizes students’ opportunities to launch and propel their careers for the public good. Whether in the public, nonprofit or private sector, OCS helps students mobilize their resources, develop their strategy, fine tune their brand and set a course for success in the policy field.

CAREER ADVISING APPOINTMENTS

SPP students can meet with OCS to discuss the full range of their career development issues. Appointments can cover such activities as CV/resume and cover letter reviews, interview preparation, internship and job search strategies, networking, salary negotiation, elevator pitches and other branding issues, online profiles and more.

PROGRAMMING

OCS offers a range of programming for its students, including career development workshops and employer events. OCS also partners with CEU’s Office of Alumni Relations & Career Services to maximize the SPP community’s access to career events and activities.

RESOURCES

Students have access to a range of career management resources, including an online library and policy-specific guides. Through a weekly career e-bulletin, SPP students learn about career events, activities, resources, internship and job announcements, professional online communities and other news. Similar to all CEU students, SPP students have access to the Job Vacancy Board with jobs and internships, are included in the Resume Book sent to more than 700 employers annually, and have access to the full range of CEU’s resources.

EXPERIENTIAL LEARNING

Through the OCS managed client-based Passion Project and required summer internship, students apply and demonstrate the knowledge learned in the classroom. Students also gain and strengthen valuable skills, experience and contacts for future career success.
CEU is proud of its alumni, almost 12,000 today, who carry the mission of the university across more than 100 countries around the world. Among their employers are international organizations, national governments, top business entities and multinational companies, as well as non-governmental organizations and leading academic institutions all over the world. Because CEU attracts outstanding students, and provides high-quality cross-disciplinary academic training in a multi-cultural environment, many of our graduates are able to move into leadership positions in their chosen fields within a few years of graduation.

<table>
<thead>
<tr>
<th>TOP CEU EMPLOYERS</th>
<th>TOTAL NUMBER OF ALUMNI</th>
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<tbody>
<tr>
<td>1 European Union Institutions, agencies and representations</td>
<td>177</td>
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<tr>
<td>2 United Nations agencies and missions</td>
<td>161</td>
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<tr>
<td>3 Central European University</td>
<td>135</td>
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<tr>
<td>4 Open Society Foundation / Soros Foundation</td>
<td>69</td>
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<tr>
<td>5 Organization for Security and Cooperation in Europe (OSCE)</td>
<td>45</td>
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<tr>
<td>6 World Bank</td>
<td>41</td>
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<tr>
<td>7 IBM</td>
<td>35</td>
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<tr>
<td>8 Eötvös Loránd University</td>
<td>34</td>
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<tr>
<td>9 Regional Environmental Center (REC)</td>
<td>25</td>
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<tr>
<td>10 Babes-Bolyai University</td>
<td>24</td>
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<tr>
<td>11 University of Zagreb</td>
<td>24</td>
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<tr>
<td>12 KPMG</td>
<td>24</td>
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<tr>
<td>13 United States Agency for International Development (USAID)</td>
<td>21</td>
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<tr>
<td>14 Citi Bank</td>
<td>21</td>
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<tr>
<td>15 Procter &amp; Gamble</td>
<td>21</td>
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<tr>
<td>16 Ernst &amp; Young</td>
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<tr>
<td>17 Nokia</td>
<td>18</td>
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<tr>
<td>18 Deloitte</td>
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<tr>
<td>19 Hungarian Academy of Sciences</td>
<td>18</td>
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<tr>
<td>20 General Electric</td>
<td>17</td>
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<tr>
<td>21 British Petroleum</td>
<td>15</td>
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<tr>
<td>22 International Organization for Migration</td>
<td>14</td>
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<tr>
<td>23 European Bank for Reconstruction and Development</td>
<td>14</td>
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<tr>
<td>24 PwC</td>
<td>13</td>
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<tr>
<td>25 Charles University in Prague</td>
<td>13</td>
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<tr>
<td>26 European Court of Human Rights</td>
<td>13</td>
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<tr>
<td>27 American University of Central Asia</td>
<td>13</td>
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<tr>
<td>28 Allen &amp; Overy</td>
<td>12</td>
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<tr>
<td>29 WWF</td>
<td>12</td>
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<tr>
<td>30 Transparency International</td>
<td>12</td>
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</tbody>
</table>
Our recruitment team works to match talented European doctors from all specialities to positions in some of the UK and the Republic of Ireland’s most prestigious hospitals. Additionally, we are partnered with some of Europe’s largest private and public healthcare employers. We work with clients that are seeking to take on candidates for a minimum of six months.

A-Team will support the recruitment and relocation process from start to finish and beyond.

Trusted by our established, extensive client network to provide some of Europe’s best healthcare professionals, our experienced, multilingual recruitment teams are well-equipped to assist you in finding the perfect position to develop your career abroad.

Employer profiles

Some of the organizations you can meet on campus during the Career Days & Fair (Feb 19, 2014)
Organization’s profile | Anheuser-Busch InBev is the leading global brewer and one of the world’s top five consumer products companies. A truly consumer-centric, sales driven organization, Anheuser-Busch InBev, is one of the world’s top 5 consumer products companies and is recognized as first in the beverage industry on FORTUNE Magazine’s “World’s Most Admired” companies list. Our company manages a portfolio of well over 200 beer brands and holds the No. 1 or No. 2 market position in 19 countries.

For ambitious people who like problem solving in dynamic environments, Anheuser-Busch InBev offers challenging opportunities in Hungary in supporting the European beer business. The challenge requires you to reason analytically and think strategically. You need to have a client oriented mindset while having a critical perspective on business.

Anheuser-Busch InBev believes in meritocracy and rewards you based on performance. Talents are recognized and have the opportunity to move across departments to further develop skills. At Anheuser-Busch InBev you drive your own career forward – in an informal and casual environment.

Application procedure | - online application on organization’s website
- printed CV on the day of the Career Fair

Languages spoken within organization | Hungarian, English, German, French, Dutch

Possible locations for job/internship opportunities | Budapest and the European Zone

Discover the world of AB InBev
At Anheuser-Busch InBev, we believe we have the best portfolio of brands in the industry. There are well over 200 brands in our global portfolio, 14 of which have estimated retail sales value of over $1 billion. We know that it takes great people to build a great company. Our people represent our most important competitive advantage. That’s why we run one of the most challenging Graduate Recruitment and Internship Programmes around. A programme that pushes you to prove yourself earlier, so that you can rise faster.
Organization’s profile | Citi is today’s pre-eminent financial services company and was built to create a highly diversified financial services company that could act as one to deliver solutions to clients throughout the world.

With approximately 200 million customer accounts we do business in more than 150 countries. Citi’s success is driven by its exceptional people – and it’s people just like you who will shape its future.

· Here we respond to the world as it lives and breathes. A world that expands with our ambitions, yet contracts the more interconnected it becomes.
· Here we touch the lives of hundreds of millions of people.
· Here we answer the needs of economies, businesses and communities.
· Here the brightest minds come to work, bringing tomorrow’s solutions to life every day.

Application procedure | Online application on organization’s website

Languages spoken within organization | English

Languages recruiting for | English, French, German, Russian, Polish

Possible locations for job/internship opportunities | Hungary - Budapest

Contact Person | CITIBANK RECRUITMENT TEAM
Human Resources Department
PHONE | +36.1.374.5000
recruitment.citibankhu@citi.com

www.citibank.hu

Your place is here

Here is where you have an idea. Which inspires change. Making a difference to economies, businesses and communities all over the world. That’s the beauty of here: it’s where future thinking happens every day.

To find out more or to apply, please visit http://careers.citigroup.com/Careers/
Cpl Jobs Kft

**Organization’s profile** | Cpl Jobs is a HR consulting company, founded in 1989 in Ireland and is currently active in the Central European region. Cpl Jobs have offices in Poland, the Czech Republic, Slovakia, Hungary, Ireland and the United Kingdom.

Cpl Jobs is operating in the Hungarian market since 2009 with recruitment services and advice provided to companies in the following areas:

Information Technology / Telecommunications, Construction, Development, Manufacturing / Production, Logistics / Transportation, Sales, Marketing, Finance, Accounting, Customer Service / Support centres.

The outsourcing of recruitment and selection process are becoming more popular with companies in different sectors. Consultants, temporary employment companies like Cpl Jobs is fulfilling orders, candidates and companies who are looking for the best employees and the best job. The agency aims to find the right candidate who is a great worker durable and fit the organizational culture.

Thanks to Cpl recruiters team we placed more than 22,000 people worldwide in the past years.

**Application procedure** | CV & cover letter by e-mail

**Languages spoken within organization** | Hungarian, English, German, French

**Languages recruiting for** | English, German, Italian, French, Spanish, Danish, Swedish

**Possible locations for job/internship opportunities** | Hungary - Budapest, Czech Republic - Brno

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**EURAXESS**

**Organization’s profile** | “EURAXESS – Researchers in Motion” is a unique web-portal providing information for researchers willing to participate at mobility actions and those companies and institutes who would like to employ foreign researchers.

EURAXESS Jobs is a free recruitment portal with a special, easy to use and search database, which contains researcher jobs and CVs. On the site researchers from PhD students to seniors can upload their CVs and apply to research jobs, fellowships and grants. Companies and research institutes can publish their vacancies and search in the CVs of the more than 15,000 registered researchers. Jobs is an effective meeting point of researcher demand and supply.

Through its network in 37 countries EURAXESS Services can assist mobile researchers and their families in every step of their move, starting in their home country and continuing until they have settled in a new one.

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**Bay Zoltán Nonprofit Ltd. for Applied Research**

**Organization’s profile** | EURAXESS HUNGARY

Information and customized assistance can be asked on topics ranging from accommodation to work permits. EURAXESS Rights gives information on living and working in a foreign country and gives guidance for employers about the legal and administrative aspects of employing a foreign researcher in their country. For European researchers working outside the continent came to life the EURAXESS Links service to ease contact with Europe and their mobile researcher colleagues. The interactive online club gives information on European career opportunities, pan-national researcher cooperation and serves researchers with an online forum, researcher database, newsletters and network events.

**Application procedure** | Online application on organization’s website

**Languages recruiting for** | English

**Possible locations for job/internship opportunities** | Europe
Organization’s profile | The Food and Agriculture Organization is a specialised agency of the United Nations whose mandate includes fighting hunger by helping developing countries to improve their food production, agriculture, fisheries and forestry. FAO has approximately 6,000 employees worldwide with the purpose to eliminate hunger, food insecurity and malnutrition; make agriculture, forestry and fisheries more productive and sustainable; reduce rural poverty; enable inclusive and efficient agricultural and food systems; and increase the resilience of livelihoods from disasters.

The SSC office in Budapest is organised into dynamic teams, where daily duties involve using Oracle and other corporate management systems and require high customer service orientation. The possible assignments involve addressing incoming requests, screening and checking background material, and processing the required actions in compliance with FAO rules and procedures.

Application procedure | - online application on organization’s website
- CV & cover letter by e-mail

Languages recruiting for | English, Russian
As the working language is English, fluency in English (oral and written) is required. Limited/working level of an additional official UN language (French, Spanish or Russian) is an asset (subject to the nature of the assignment or position). Most staff members are Hungarian nationals.

Possible locations for job/internship opportunities | Hungary - Budapest

Organization’s profile | Google’s mission is to organize the world’s information and make it universally accessible and useful. And while we’re committed to building the perfect search engine, our work goes well beyond delivering accurate search results. The spirit of innovation and entrepreneurship that made our company a success right from the start underpins the work we do every day, from constantly pushing the boundaries of our products to researching alternative energies or devising new ways to interact with our clients.

Our employees, who have named themselves Googlers, mean everything to us. Our strategy is simple: hire great people and support them in turning their aspirations into reality. Googlers are bright, passionate people with diverse backgrounds coming together to create a unique culture. One that fosters spontaneity and creativity, where accomplishments are recognised, and where the open exchange of ideas is encouraged, no matter what position you happen to hold. Working at Google is as much a mindset as it is a job!

Contrary to popular belief, we don’t just hire engineers. Whether it’s developing new business strategies, enhancing customer happiness, building complex financial models or bringing products to market, there are plenty of graduate opportunities at Google that don’t involve algorithms. In fact, our work requires ideas from many non-technical fields including media, advertising, sales, marketing, business, communications and analytics.

Application procedure | Online application on organization’s website

Languages spoken within organization | various
Languages recruiting for | various
Possible locations for job/internship opportunities | Ireland - Dublin; Poland - Wroclaw & for internships, additional EMEA locations
HELPERS is a unique service provider for foreigners living, working, or doing business in Hungary.

Since 2004, we have assisted hundreds of businesspeople from around the world in setting up and running a business, making an investment, or acquiring residency in Hungary.

- WE ARE ALWAYS LOOKING FOR TALENT – if not for HELPERS, then for one of our clients.
  Send your CV to cv@helpers.hu and we will notify you of current vacancies.

- ABOUT TO START YOUR CAREER IN HUNGARY?
  Get a 20% discount on our work permit, residency, or other employment-related services by quoting the promo code below:

CEUCareer2014

www.helpers.hu
MOL Group

Organization’s profile | MOL Group is a leading international, integrated oil and gas company from Hungary, the heart of Europe, with over 75 years’ experience and a proven track record. In addition to the company’s strong refinery and commercial position in the CEE region, increasing focus is now being given to its exploration and production assets where MOL Group has over 2 decades of presence.

Application procedure | - online application on organization’s website
- “MOL Group” LinkedIn page

Languages recruiting for | English and other local languages

Possible locations for job/internship opportunities | Various positions are available in 11 countries

Microsoft

Organization’s profile | Microsoft is market dominant in both the PC operating system and office suite markets (the latter with Microsoft Office).

The company also produces a wide range of other software for desktops and servers, and is active in areas including internet search (with Bing), the video game industry (with the Xbox and Xbox 360 consoles), the digital services market (through MSN), and mobile phones (via the Windows Phone OS).

Application procedure | - online application on organization’s website
- CV & cover letter by e-mail

Languages spoken within organization | all CEE languages

Languages recruiting for | Czech, Romanian, Bulgarian, Croatian, Lithuanian, Polish, Ukrainian, Hungarian, Estonian

Possible locations for job/internship opportunities | Croatia, Lithuania, Poland, Ukraine, Estonia, Bulgaria, Czech Republic, Hungary
Organization’s profile | Morgan Stanley is a leading global financial services firm providing a wide range of investment banking, securities, investment management and wealth management services. The Firm’s employees serve clients worldwide including corporations, governments, institutions and individuals from more than 1,200 offices in 43 countries.

Morgan Stanley opened its first office in Budapest in 2005, but has partnered with Hungarian institutional organizations since 1993. In 2005, Morgan Stanley established the Mathematical Modeling Centre in Budapest to provide quantitative analysis to support the firm’s global fixed income trading business.

In 2006 based on the excellent Hungarian higher education and the good quality professional local talents, the Firm furthered its presence in the region by opening the Business Services and Technology Centre in Budapest to provide quantitative analysis to support the firm’s global fixed income trading business.

Application procedure | Online application on organization’s website
Languages spoken within organization | English, Hungarian
Languages recruiting for | English
Possible locations for job/internship opportunities | Hungary - Budapest

Application procedure | Online application on website
Languages spoken within organization | English
Languages recruiting for | English
Possible locations for job/internship opportunities | REC Head Office (Hungary), Country Offices (17 countries)

Organization’s profile | The Regional Environmental Center for Central and Eastern Europe (REC) is an international organisation with a mission to assist in addressing environmental issues. The REC fulfills this mission by promoting cooperation among governments, non-governmental organisations, businesses and other environmental stakeholders, and by supporting the free exchange of information and public participation in environmental decision making. The REC was established in 1990 by the United States, the European Commission and Hungary.

Today, the REC is legally based on a charter with over 30 signatories. The REC has an office network in 17 countries: Albania, Bosnia and Herzegovina, Bulgaria, the Czech Republic, Finland, France, Germany, Hungary, Italy, Japan, the former Yugoslav Republic of Macedonia, Malta, the Netherlands, Norway, Poland, Serbia, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and the United States, as well as other inter-governmental and private institutions.

Application procedure | • Online application on website
• CV & cover letter by e-mail
Languages spoken within organization | English
Languages recruiting for | English
Possible locations for job/internship opportunities | REC Head Office (Hungary), Country Offices (17 countries)
Randstad Hungary Kft.

Organization’s profile | Randstad is the world’s second largest recruitment and HR services company and No.1 in recruitment in Hungary. We offer both permanent and staffing solutions to specialists, junior professionals, mid and top management with university/college degree in the following fields:
- Finance/Accounting
- Sales/Marketing
- IT/Telecommunication
- Manufacturing/Engineering/Logistics
- HR
- Legal
- Office administration/assistance
- Customer service/Business support center

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Application procedure | Online application on organization’s website

Languages spoken within organization | Hungarian, English, French, German, Russian, Dutch, Spanish, Italian, Greek

Languages recruiting for | Hungarian, English, Czech, Danish, French, German, Hebrew, Dutch, Polish, Norwegian, Italian, Russian, Portuguese, Spanish, Slovak, Turkish

Possible locations for job/internship opportunities | Mostly Budapest

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Organization’s profile | Schneider Electric has 175 years’ experience helping clients make the most of their energy. The company’s 140,000 plus employees serve customers in over 140 countries. As a global specialist in energy management, Schneider Electric offers integrated solutions across multiple market segments, including leadership positions in Utilities & Infrastructures, Industries & Machine Manufacturers, Non-residential Buildings, Data Centres & Networks and Residential. Schneider Electric is focused on making energy safe, reliable, efficient, productive and green through an active commitment to help individuals and organisations make the most of their energy. To help clients save money and improve energy efficiency, Schneider Electric provides independent advice and information about saving energy, saving costs, saving water costs and complying with energy regulation and legislation. Schneider Electric Energy and Sustainability Services helps clients to design strategies, deliver efficiencies and sustain results through a step-by-step “life cycle” approach, in which all pieces of energy and sustainability are integrated for maximum benefit. With a team of more than 2,000 professionals around the globe, we enable our clients to achieve maximum returns on their energy and sustainability strategies.

Application procedure | CV & cover letter by e-mail
Languages spoken within organization | English, Hungarian (in the Hungarian office); Spanish, German, Thai & other languages spoken in the organisation as well
Languages recruiting for | English, Spanish, Dutch (other EU languages are useful)
Possible locations for job/internship opportunities | Budapest, UK, Belgium, Netherlands at present

MOL Group is a leading international, integrated oil and gas company from Hungary, the heart of Europe, with over 75 years’ experience and a proven track record. In addition to the company’s strong refinery and commercial position in the CEE region, increasing focus is now being given to its exploration and production assets where MOL Group has over 2 decades of presence. Our shares are listed on the Budapest, Luxembourg and Warsaw Stock Exchanges. Our depository receipts are traded on London’s International Order Book and OTC in the USA.

According to Aon Hewitt’s Employer Brand Research, MOL is Hungary’s most desirable employer. Our company has performed among the top 3 every year since the launch of the research in 2009. For more information, please visit: www.mol.hu

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