



INTRODUCTION TO THE LABOUR MARKET

*Lectures 2-3. Preparation of application documents and preparation for an interview:
self-presentation, interpersonal communication.*

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Erasmus+

2 SOME TIPS FOR JOB HUNTING

Most posts in architectural industry are obtained through personal contact, not through job adverts, therefore the best solution is to create a good network.

Do not ignore job adverts. It's worth reviewing them regularly to have an idea about what the type of work is available and have a reasonable guide to the type of salary you want.

When you are interested in the offer, react quickly. A phone asking for more details, verifying what the employers have in mind, ask about the possibility of a meeting.

Detective work may prove useful: look out for multiple adverts from the same company/organisation, even if they are aimed at more senior staff - it may mean they are putting a new project team together and since they have advertised senior jobs they may also have some more junior posts to fill that have not yet been advertised. Follow the editorial section as well. Prospective employers may have won major competitions and commissions may need more staff and have not yet got round to advertising for them.



3 SOME TIPS FOR JOB HUNTING

Find out about the company/organisation before you see them - they are proud of what they do and will be impressed if you know about it.

Find out who is the decision maker and make direct and personal contact as soon as possible - it helps to be at the front of the queue.

Architects have to be good team players, both outside in the construction game and inside with the design team. Teams usually succeed best when they share common values and goals. Architects, as employers, are often as concerned about whether new recruits will 'fit in' to their design team as they are about their portfolio. If candidates can demonstrate at an interview that they have taken the time to try to understand the ethos and the values of the company/organisation - it can be very reassuring to the employer. However, these are not always transparent, so having some knowledge of their best work can serve a similar purpose.



4 SOME TIPS FOR JOB HUNTING

How you present yourself is important - it's not about a posh dress, suit and tie - it is about presenting the sort of image that the interviewer would expect you to present to their clients.

Only show those interviewing you examples of your best work - let them think that the rest is just as good.

Follow up quickly - if an offer is made, write to confirm your interest. Even if you don't get the job, write to thank them for considering you - you never know when you may be back. If you don't get the job, it is worth telephoning to find out the reasons why. There may be some useful things that you will learn from the feedback.

Be sure about your employment status! It is important whether you are looking for a job as a full-time or part-time employee, or you have the status of "self-employment" and you are responsible for your own taxes and social insurance payments.

Be able to quickly present your financial expectations - a candidate who does not know how much he can expect is perceived as less experienced and knowledgeable about his strengths.



5 SOME TIPS FOR JOB HUNTING

Subscribe to or follow architects' organizations in your country or Europe, for example, Architects' Council of Europe ECA www.ace-cae.eu; in Poland: the Chamber of Architects of the Republic of Poland, the Association of Polish Architects - SARP, or the Association of Polish Town Planners - TUP.

Websites help you find information about new competitions and architectural projects, and get acquainted with the knowledge of professionals in project management, gaining qualifications and opportunities to work abroad, or even the offer of current practices.

6 Prepare for a quick response as the opportunity arises:

- short, interesting CVs that can be placed in a post, fax or email within half an hour.
- a structured, compact portfolio, preferably A3, with some really good examples of your work

Curriculum Vitae (CV)

CVs have a standard format - and employers expect you to meet this:

- personal data and contact telephone number, address, etc.
- basic educational data and qualifications listed in order from the oldest to the latest
- professional experience listed in reverse order to previous education
- publications (if any)
- other interests, experiences (eg travels) and opportunities (eg language skills, sports achievements)

Some employers will ask for more complete information, you should keep your basic CV on two A4 pages.

CURRICULUM VITAE (CV)

7 IMPORTANT SECTIONS IN CV

The information contained in CVs can change according to the preferences of the person who is writing it.

However, there are a number of sections that are present in most of the CVs:

- Personal information; Includes the full name, address and telephone number of the jobseeker. If available, email address should also be included.
- Career goal: Describes in one sentence the type of job the person is looking for. The career goal should be linked to the job the person is applying for.
- Education: Contains information about the jobseeker's education and training, - listed from the most to the least recent course.
- Work-related experience: Lists the previous jobs held by the jobseeker. First-time jobseekers can also include internships, school-based projects and other activities that helped acquire skills that are relevant to the job offered by the prospective employer. Volunteer work that relates to the letter job can be included in this section.
- Interests: Outlines activities that demonstrate something about the jobseeker. These may include sports and hobbies that show the possession of certain skills and attitudes (e.g. playing in a basketball team shows teamwork skills). Volunteer work that is not strictly related to the position on offer can also be included in this section.
- References: Indicates that jobseeker can provide reference names of persons who know him/her upon request. These names are not usually included in the CV, but provided at a later stage of the selection process.

8 RULES TO PREPARE GOOD CV

There is no perfect CV, but some rules must be followed.



Good CV should be:

- individualized: create a CV tailored to your skills, qualifications and experience. Do not put information in someone else's format;
- focused on a specific job. Make sure your CV is adapted to the job offer;
- neatly and clearly laid out: logically ordered, easy to read and undisturbed;
- informative but concise: clear descriptions to the point;
- accurate in terms of content, spelling and grammar. Pay attention to spelling, grammar and style.

9 TYPES OF CVs

- There are several types of resumes that job seekers use to organize the information they want to send to potential employers. However, the two main formats that are commonly used to apply for a job are chronological and functional CVs.
- The chronological CV presents the career history in chronological order. Usually the newest task is listed in the first place. For this reason, this type of CV is also known as the inverse chronologic. It is rather detailed, exhaustive and biographical. Works better for jobseekers with good education and work experience. He works worse for jobseekers with little or no professional experience, for those who have career breaks or when education and experience are not very much related to the fasting for which we apply.
- In functional or skill based resumes, you can see skills and skills related to a specific job or career and the most important achievements. Actual, chronological data on education and work history are inferior. This type of CV works well for people looking for a job for the first time, who have little experience.

10 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

The process of getting a job as an architect can be divided into three stages:

1. find interesting studio / office,
2. writing an effective CV,
3. recruitment meeting.

The architect's CV should contain:

- Contact details - including name, address, and most important: telephone and e-mail. If you are already deciding to give a phone, get it!
- Photography - it is not about a photo ID or passport in a white shirt, suit or suit, or completely private from the beach. It's a photo that shows you well - smiling, friendly, casual, intelligent and responsible looking man in tasteful clothes, on a neutral, difficult to recognize background. It should be remembered that a potential client of an architect is someone who has large incomes and expectations. Therefore, your appearance is also an element that is to convince the investor to choose your studio and entrust you with the money for which you will realize your ideas. You have to train in this from the very beginning of your career....

11 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

The architect's CV should contain:

- (...)
- Work experience - list chronologically from the end, that is, from the last projects in which you participated or performed, and from the last labs in which you worked. Remember to pay special attention to this point (!). We give, therefore:
 - period - 1.07.2011 to 1. 07.2012,
 - where - Studio Studio, ul. Mala 6, PL00-000 Poznan, tel. (00) 1234567,
 - with whom, specifically or under whose direction - e.g. arch. John Nowak. Sometimes the name of the potential boss is hidden behind a meaningless name. It should be remembered that our environment is not large and architects know each other usually - if not in person, then by hearsay,
 - possibly a mobile phone of the former boss if, of course, he authorised it (!).

More: http://www.bryla.pl/bryla/1,90857,13319597,Jak_napisac_architektoniczne_CV_.html

12 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

Then list the projects that you have done, you have worked on, which you have collaborated with, etc. List them chronologically, also from the end, giving details:

- form of employment - full-time, part-time, contract for specific work, inter-company cooperation (invoice),
- working time on the project, for example, 14/02/2012 to 30/07/2012 or just 5 months or 20 weeks,
- the title of the project, giving in the title the type of building - information such as "Centrum Siany" may tell the potential boss (whether "Siany" is the name of the investor, village, district of any city or just a typo?) but if you add the slogan "office building", "Shopping center" or "housing estate" - everything will be clear,
- building surface - gives an idea of how big the study was. It is good to determine the total surface, usable area or cubature. It's good to round numbers so that the potential boss will not have to look for glasses to read and locate whether it is tens or hundreds of thousands - instead of 787352,29 m², it is better to give: approx. 787,000 m²,
- ...

13 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

Then list the projects that you have done, you have worked out, which you have collaborated with, etc. Exchange them chronologically, also from the end, giving details:

- ...
- the phase of the project in which you participated (bidding proposal design, concept, visualizations, construction design, executive design, cooperation on the construction),
- scope of work and / or duties that you have performed at a given stage - for example, the leading architect, development of the facade in 1:50 scale, 1: 100, details 1: 5, 1:20. This is, in my opinion, the most important point, because it makes the potential boss aware of what the job candidate has in particular,
- then - the next project,
- then - next place of work - the same ...

You can attach a tiny visualization for each project (2x2 cm) to make your CV more attractive graphically (of course, subject to the prior written consent of former bosses!).

SKALA 1:1000

SKALA 1:2500

- PLANOTY W FORMIE SIATKI
- PIEDESTAL
- KURSEL WYKŁADOWE (PLAC ZABAW)
- LINEARNA INSTALACJA ARTYSTYCZNA W GRAJOWYM
- WĘZKA ŚCIEŻKA WYKORZYSTAJĄCA DREWNO
- SKŁADY DOM NA DZIENIE
- KORTY TENISOWE
- BOISKA GRACZAKI KORT
- BRAMY KADUCE
- PARKING SCHOWANY W SZARPI
- AŻEJKA BRAMA
- WĘZKA ŚCIEŻKA PEŁNĄCĄ ROLĘ PUNKTU WODKOWEGO
- WYDZIAŁOWA
- LABRYN Z WĘZKI BRUCHE
- AKUBOWA BŁONA



- TALENTOWY OGRÓD
- PIEDESTAL SARKOFAGU
- EUCHRA LONA
- ORANŻERIA PALMOWA
- OGR
- PONCZY/PARKOWA REZERWACJA
- PUNKT WCENT
- INSTALACJA KADUCEJCA "EUSTRECH"
- MOJSTWA
- MIEJSCA JACISNE
- WĘZKA ŚCIEŻKA
- ALZANA PELESKO TARAS I BRUKI DĘCZYWEGO
- OGRAZNIENIE
- WODZONNA
- SOYBILAK
- STYLNA



- ŚCIEŻKA ŁĄCZĄCA WYSPI
- PARK WODNY NA WYSPIE
- NPRAJE - WYSPY
- NPRAJE - WYSPY

- LEGENDA:
- WŁÓKNA
 - WŁÓKNA BROWARSKA
 - WŁÓKNA WYKŁADOWA
 - WŁÓKNA KAPUŚCIANKA
 - WŁÓKNA / WYKŁADOWA KONT
 - WŁÓKNA NA WODZONNĄ
 - WŁÓKNA
 - WŁÓKNA SPRAK TERN
 - WŁÓKNA
 - WŁÓKNA / WYKŁADOWA
 - WŁÓKNA / WYKŁADOWA
 - WŁÓKNA / WYKŁADOWA
 - WŁÓKNA / WYKŁADOWA

15 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

Workshop

- law, regulations and standards - as part of professional experience or work workshop, it is worth showing that you are oriented in several laws and applicable standards, because the potential boss expects not only great visions, but also knowledge of building regulations and graphic markings in projects, i.e. knowledge as reinforced concrete or steel in 1:50 scale,
- software, tools - you should list all the programs you know and work with. Be sure to enter the version with which you are familiar, eg w.15, which suggests that you also know w.14 or w.12. But remember: if the first day at work turns out that the company uses version 15, and you know only version 10, and in addition, you were employed to accelerate the workflow and the upcoming deadline for the project, you risk a rather silly situation that will cause you to lose points and in extreme cases ... your job. However, if you admit to know version 12 and you can, with the help of a friend, familiarise yourself with version 15 until next Monday, you have a good chance that everything will be fine.

Getting your portfolio right is the second most important thing to do.

It is probably true to say that an experienced architect or interview panel will make up their mind about your technical and creative ability and how it fits the job after looking at the first six drawings in portfolio.

What are the key things in the portfolio?

1. Presentation format is very important.

Use an A2 or preferably an A3 size portfolio, with everything reduced or properly adapted to fit in. Searching for a space to open up an A1 portfolio in a crowded office, unravelling and trying to hold flat drawings curled in a tube is embarrassing and unnerving in an interview situation.

THE PORTFOLIO

What are the key things in the portfolio?

2. Show diversity.

Join a variety of creative materials (including design development sketches), technical details, handwritten and CAD - include only the best examples and keep the total number of elements to around 20. Over 30 pages and the interviewer will be bored. However, also important examples of scientific and written work, carefully related.

3. Avoid unwise mistakes.

Make sure that none of the materials presented by you contain silly mistakes or inaccuracies - it is a good idea to get someone to check your work.

4. Clear signposting helps.

Make sure that each piece of work is clearly and simply described. (11 year project - May 2017 - Wooden house in Otwock/Poland - isometric projection - scale).

THE PORTFOLIO

18 THE PROCESS OF GETTING A JOB AS AN ARCHITECT

How to prepare a portfolio?

Let's start with what not to do. Do not bring your diploma - unless someone asks for it. No one ever asked me and I never asked anyone for it. Do not bring 1:1 drawings, i.e. fragments of projects in which you participated, unless you are asked to present the projection, cross-section or elevation you have prepared.

The portfolio should have a nice cover (it's your business card - it's worth investing in!). Then, the designs should be placed in plastic sleeves. A good and clear rule is: one page = one project. You develop each page like a CV - you give the subject, author, area, scope of your duties on the project. For this end, it's worth showing a nice visualization and projection and / or cross-section of the building. Ask your former boss for such materials and best obtain his written consent for use. Having a nicely bound portfolio also gives you the opportunity to sort the order of projects, for example by arranging housing projects at the beginning, when you go to a workshop specializing in such projects.

19 BEST ARCHITECTURE PORTFOLIO DESIGNS

See best examples:

- <https://www.archdaily.com/872418/the-best-architecture-portfolio-designs/592d5749e58ece98ac00011e-the-best-architecture-portfolio-designs-image>
- <https://www.thearchitectsguide.com/blog/10-architecture-portfolio-example-covers>
- https://www.youtube.com/watch?time_continue=10&v=MQi8U-EC9Ug







© Adrianna Janeczek. Revitalization of the square Józef Piłsudski in Rawa Mazowiecka, Poland

COVER LETTER

Cover letters give job seekers an opportunity to show how their skills, qualifications and experience, as well as motivation, match the work available in the company.

Relevant information, a well-prepared, concise and well-written cover letter can make a good first impression, and together with your CV can help you in a job interview.

That is why it is important to spend some time and get to know the company or organization you are applying for.

A letter addressed to the company and to the work shows that the job seeker wants to work for the company. There are different ways of writing cover letters, and the content of the letter changes according to the purpose.

23 10 ELEMENTS OF COVER LETTER

1. Full address and telephone number of the author;
2. Date of the cover letter;
3. Full name and position of the addressee along with the company's address;
4. Opening line (Dear Mrs. /Mr.);
5. The first paragraph, which introduces the writer and the reason for sending the letter;
6. The second paragraph, which describes the skills and experience that are relevant to the job;
7. The third paragraph that proposes a meeting to discuss your CV or interview meeting;
8. The last paragraph, which I thank the main recipient;
9. Author's signature and giving his name and surname;
10. Indication that a letter has been attached to the letter.



Sample Cover Letter
2-B Magnolia Av, Lullaby
(000) 233333 (home phone)
PGradenski@art-gt.com (e-mail)

(Date – dd/mm/yyyy)

Ms. Tanja Kovacev, Manager
Accounting Department
XYZ Company
10 Lily Road
Lukac

Dear Ms. Kovacev,

I am writing to introduce myself at the suggestion of Professor Marco Tudov of Lullaby University. He indicated that you are very interested in talking to accounting students regarding possible career opportunities in your company.

As you may see in the enclosed curriculum vitae, I have a strong academic background in accounting combined with over five years' work experience in accounting and bookkeeping. My recent internship at the Central East Bank allowed me to further develop and strengthen my technical and analytical skills. During this internship, I was a member of the team that successfully completed a major project converting a manual accounting system into a computerized one. Professor Tudov indicated this type of conversion is a major concern for your organization over the next year. I believe that I could make a significant and valuable contribution to the project of your company.

I would be delighted to discuss with you how my educational background and prior work experience may help meet the needs of your company. I will be contacting you within the next few days to talk about the possibility of arranging a meeting.

Thanking for your time and consideration.

Sincerely,

Paula Gradenski

(Signature)

Enclosure: Curriculum Vitae

REFERENCE LETTER

A reference letter is a letter from a trusted source, attesting to your worthiness for a specific job.

That means the writer needs to read the job description you are targeting and highlight your most relevant skills.

How to ask for a reference letter?

Pick a person with a lot of clout who knows a lot about you. Then, share the job description with them.

Show them the sample letter of reference in this guide to help them do it right.

26 REFERENCE LETTER - TIPS

Adding the references section will make your CV credible. By giving people who you can contact, you let me know that you are not hiding anything.

If you want to submit your CV references - put your contacts there to people you have worked closely with. It's best if it's your direct superiors. They know the most about how you work and what exactly you did.

In the current workplace you may not have this comfort. Your superiors should not know that you are looking for a job. Think about employers from earlier stages. Put your contacts to colleagues in the second place. If you've worked with clients, they can also be a valuable source of information. Remember to let these people know before giving their contact details.

<https://interviewme.pl/blog/jak-napisac-cv-z-referencjami-4-porady>

27 SCHEME OF REFERENCE LETTER

Reference letter is a formal document, so you should include specific elements in it, such as:

- place and date of issue
- name and surname, company name and position of the person who issues the reference letter
- heading (e.g. "References" or "Feedback")
- name and surname of the employee for whom recommendations are issued
- basic information about the employee: the name of the company in which he worked, his position and period of cooperation
- information about the course of cooperation (scope of duties, main tasks, skills acquired)
- description of the greatest achievements and successes (this information is described in the references, they are not necessary in the opinion)
- employee characteristics, assessment of its predisposition and summary opinion
- reason for leaving the company (usually it fits in if it presents the employee in a positive light, eg. Willingness to develop in another industry)
- incentive to employ an employee (this element is only entered in the reference list)
- polite phrase, company stamp and signature of the person issuing the document
- contact details thanks to which the new employer will be able to verify the information (company address, telephone and e-mail)

This is where an advance visit to the office can be helpful. You can quickly judge the dress code that is the norm - every office has one.

The key thing to put across is that you are well organised, this means:

- not being late for your appointment (always plan your journey to be there 15 minutes in advance),
- knowing the name of the person you are supposed to be meeting ,
- looking tidy,
- having a well presented portfolio.

PERSONAL PRESENTATION

29 THE INTERVIEW

There is no standard interview format.

There may be only one person in smaller offices who will interview and can be very informal.

In larger organizations and public sector organizations, this can be a fairly formal process involving several people.

When the company offers an interview, it is worth asking how many people will be in the panel.

Remember - the interviewer can be as apprehensive as you, because if they make a bad recruitment decision, their credibility decreases.



SAVOIR-VIVRE IN PERSONAL PRESENTATION

- Act as naturally as you can and try to convey positive attitude;
- Sit straight - gives the impression of vigilance and interest;
- Do not squirm, do not wave your arms or play with your face or hair - it distracts and causes anxiety;
- Keep eye contact with the person who asks you questions - if you turn your eyes or look at your feet, you may show distrust or lack of interest all the time;
- If there are more than one person on the panel, make sure you regularly make eye contact with each person during the conversation - if someone feels he has ignored them, they will not be positive to you;
- Listen carefully to questions and ask for clarifications if you do not fully understand the question;
- Be short and precise in your answers to questions - long and complex answers may not be understandable and may give the impression that your thinking is mixed up.

SELF-PRESENTATION

INTERPERSONAL COMMUNICATION

- Self-presentation is the ability to present yourself personally in contact with employers.
- Application documents (CV and cover letter) is a more extended form of our business card. With their help, we make initial self-presentation with employers.

32 BODY LANGUAGE AT WORK

Body language is an extremely important element of interpersonal communication. Both researchers and employer branding specialists emphasize the role of non-verbal communication in assessing employee's quality and honesty. Still, this is an area that we often forget about. During the interview, our attention is focused mainly on the content of the statement we want to make. And this is a big mistake!



33 BODY LANGUAGE AT WORK

Self-confidence first!

You start talking self-confidence when you open the door. Do it decisively, but without aggression. Avoid looking peeking into the room through half-open door. Once you are in the room, wait for the employer to reach out to you. Shake hand confidently, while maintaining eye contact. Wait until you are asked to take a seat, it's a sign of respect. Do not sit on the edge of the chair, sit straight and comfortable, preferably gently leaning towards the interlocutor - that's how you show interest. However, you should not sit back too comfortably, excessive self-confidence may read worse than lack of it. A forward attitude is important, but without any signs of dominance! A sign of self-confidence is also eye contact during a conversation. Let's not look into the eyes of the recruiter too intensely! The safest solution is to focus your eyes on the height of his eyebrows or the tip of his nose. During conversation with several people try to look at each of them.

<https://poradnikpracownika.pl/-mowa-ciala-w-pracy-cz-i-rozmowa-kwalifikacyjna>

34 BODY LANGUAGE AT WORK

Trembling hands?

Frequent problems during a job interview are sweaty hands. It's a natural reaction to stress. Before entering the interview, make sure that they are dry and warm. It is worth having a handkerchief in your pocket, because there isn't always time to use the toilet. You can calm your nerves using ... the table. Of course, keeping your hands on it signifies openness, but it is not always the best solution. If your hands are shaking or are constantly humid, keep them under the table. To relieve your emotions, every now and then you can discreetly rub your hands on your thighs or tighten your thumbs. Never sit with your arms folded and do not press your fingers against the table, this can be interpreted as disregarding the interlocutor.

<https://poradnikpracownika.pl/-mowa-ciala-w-pracy-cz-i-rozmowa-kwalifikacyjna>

35 BODY LANGUAGE AT WORK

Legs and feet

You are never sure what the place where the interview will take place will look like. Sitting at the table vis a vis an employer, we have much more opportunities to mask the nerves. However, there are situations in which the conversation does not take place at the table or it is so small that it can not be a salvation. This is the moment when it is important to put our legs together. Never cross them in a nonchalant way, or too strenuous, this may come across as disrespectful and imperious. Try to keep your feet straight, do not direct them inwards. When you decide on the "leg to foot" position, do not change it too often and control "swinging" your foot - this may be a sign of discomfort.

36 BODY LANGUAGE AT WORK

Body language and gestures

Gesture is a natural element of expression. If you know that you tend to wave your arms too much, learn to control them. Excessive gestures can be worse than no gesture at all. Hand movements should happen within the torso area. Do not force yourself to unnatural gestures and do not overuse the "turret", that is, the position of the hand in which the tips of the fingers touch each other. Keep an open posture, do not cross your arms and do not pop with your joints!

<https://poradnikpracownika.pl/-mowa-ciala-w-pracy-cz-i-rozmowa-kwalifikacyjna>

37 BODY LANGUAGE AT WORK

Body language and stress

The reactions of our brain related to a threatening situation are impossible to control. Body language associated with emotions such as fear or stress limbically manifests itself in the same way as in our ancient ancestors. The effect of evolution, however, is the increasingly subtle responses of our body. If you are aware of what gestures identify individual emotional states, you will be able to first control your behavior and second - observe the reactions of others. It is a very important skill during business meetings, especially negotiation. The most honest part of our body are ... the feet! It is their setting that reveals the most about our interlocutor. The feet are the least "conscious" and rarely controlled part of the body. The direction in which they are turned expresses direct interest. A well-behaved person, even if wanting to abandon the conversation, turns their body toward the interlocutor. The feet, however, may communicate the desire to leave the room and they will be turned towards the door. The lower part of the body is the first to show discomfort or rush in a given situation. As a supervisor, when observing such a situation, know that the employee is probably somewhere else with his feet and thoughts.

38 BODY LANGUAGE AT WORK

Gestures of anxiety

There are a number of subtle gestures that appear in situations of discomfort or anxiety. You want to learn to read and control them. The most common example is touching the neck. On the one hand, it may be a signal of reduced self-confidence, on the other, an attempt to release the tension. Women's body language is often expressed by touching the area of the sternum or cleavage. A calming gesture is rubbing your hand or splitting your fingers. The more precise we observe our own body, the more we are able to control ourselves and interpret the behavior of others. Working on non-verbal behaviors is long and tedious, but consistently striving for a goal, you can achieve a huge advantage in interpersonal relationships.

<https://poradnikpracownika.pl/-mowa-ciala-w-pracy-cz-ii-jak-odnalezc-sie-w-swiecie-bizesu>

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