

PROFESSIONAL
WITHOUT BORDERS

10 STEPS

TO ACTIVATE

YOUR JOB SEARCH



ALE MUNOZ
Career & life Coach

Ale Munoz – Career & Life Coach



Never give up without
giving it a try.



[@alemunoz.pwb](https://www.instagram.com/alemunoz.pwb)



[@Alemunoz_pwb](https://www.youtube.com/@Alemunoz_pwb)

GET TO WORK



**IF YOU BELIEVE YOU
CAN, YOU'RE ALREADY
HALFWAY THERE**

**YOUR INTERNATIONAL
EXPERIENCE IS
VALID ABROAD**



**THE SECRET TO
CHANGE IS ACTION**

START TODAY

01. Personalize your voicemail

02. Limit your social media.

03. Improve your personal brand.

04. Information you should omit.

05. Expand your network.

06. Connect with your essence.

07. Gain Clarity.

08. Know your value in the job market.

09. Your English keeps evolving.

10. Your resume in English.

03. IMPROVE YOUR PERSONAL BRAND

Your email should be professional and easy to write. If needed, create a new one.

Recommendation:

- Choose only one first and last name for your email
- Avoid numbers related to your birth year.
- Use Gmail whenever possible.



Example

- Alemunoz
 - Ale_munoz1
- Simpler is better*

YOUR ACCENT IS YOUR SUPERPOWER.

04. INFORMATION TO OMIT FROM YOUR RESUME



If you're in a **multicultural country**, personal information is not included on your resume or CV (Curriculum Vitae).

Don't include any personal information on your CV, such as:

- ID document
- Current visa type
- Native language (only include if required by the job listing)
- Photo
- Gender
- Marital status
- Nationality

05. EXPAND YOUR NETWORK

Build your network by practicing a hobby, volunteering, or attending an event you're interested in.

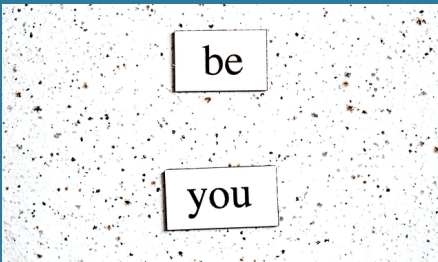


Attend one event per week using these platforms:

- Meetup
- Eventbrite
- Internations
- Humanitix

**YOU ARE A REFLECTION OF THE
5 PEOPLE CLOSEST TO YOU.**

06. CONNECT WITH YOUR ESSENCE



Identifying **your strengths and areas to improve** will be key in this process. We all have weaknesses and strengths!

1. Identify **5 strengths and 5 areas to improve**, both personally and professionally. Don't overthink it , write down whatever comes to mind.
2. Ask close friends, family, and trusted people you work with to share five things they admire about you. You'll be surprised!

07. GAIN CLARITY

When job hunting, focus on just one position.

Don't apply to different positions at the same time.

At this point, identify:

- Job title
- Key words
- Required knowledge and experience



Websites to look for job:

- Careerone
- Jobsearch
- Seek
- Ethical jobs
- Glassdoor

YOU CAN ACHIEVE WHATEVER YOU SET YOUR MIND TO



08. Know your value in your country's market.

Knowing your value is essential to making effective applications.

It's a very common question when you're first contacted at the start of the recruitment process.

Once you've completed Step 7, go to [Glassdoor](https://www.glassdoor.com) to find out the salary range.

09. YOUR ENGLISH KEEPS EVOLVING

You're ready to enter the professional market if you have an intermediate level of English. Companies are looking for your knowledge and experience!



YOUR ENGLISH DOESN'T HAVE TO BE PERFECT.

Since English is always improving, here are some resources and habits to help enrich your English further. Remember: your English will never be perfect, it will always be evolving.

TIPS

HABITS

- Read in English
- Listen to podcasts
- Learn new songs in English
- Watch movies without subtitles

RESOURCES

[BBC 6 minutes english](https://www.bbc.com/6minutes/english)

YOU NEVER STOP LEARNING ENGLISH

10. YOUR RESUME IN ENGLISH

Once you implement the previous steps, you'll be 9 steps closer to finding your next professional job!

This step number 10 is the first step to keep taking action and getting closer to your professional goals.

**CHANGE YOUR PROFESSIONAL PATH WITH
OUR PROGRAMS.**

You're made for more. Start today with one of our programs and keep taking action.

- **PROFESSIONAL CV** – If you have a **basic level of English**, want to learn how to sell yourself on paper, and plan to practice your profession, [learn more.](#)
- **EVOLVE Program** – This is for you if you have **intermediate English** and want to practice your profession within 3 months or change your current job, [learn more.](#)

We've reached the end of this guide!

You are now 10 steps closer to continuing to grow.

You don't have to go it alone or go in blind. We want you to move faster!

LIFE ONLY REWARDS ACTION

YOU'RE READY



CONTACT US
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