



INSPIRIA



CAREER COMPASS

A Practical Guide for
Young People



Agency for International
Programs for Youth
Republic of Latvia



Co-funded by the
Erasmus+ Programme
of the European Union

INTRODUCTION

This guide was created during an Erasmus+ project focused on career development and employability.

Its goal is to help young people better understand:

- ✓ the job market
- ✓ essential skills
- ✓ how to prepare for work life.



TODAY'S JOB MARKET



fast-changing



competitive



digital

Employers expect more than just knowledge



KEY CHALLENGES

Being flexible is essential

01

HIGH COMPETITION

Many people apply for the same job, so it is harder to stand out.
You need strong skills, a good CV, and confidence to be noticed by employers.



02

NEED FOR MULTIPLE SKILLS

Employers expect you to have a combination of different skills, not just one.
You need both professional knowledge and soft skills to succeed.



03

CONSTANT LEARNING

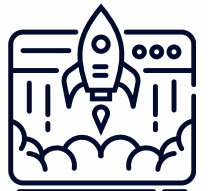
You need to keep learning and improving your skills to stay relevant in the job market.
New technologies and changes require continuous development.



04

ADAPTABILITY

The ability to adjust to new situations, challenges, and changes at work.
It helps you stay effective in a fast-changing environment.



IDEAL EMPLOYEE



Skills



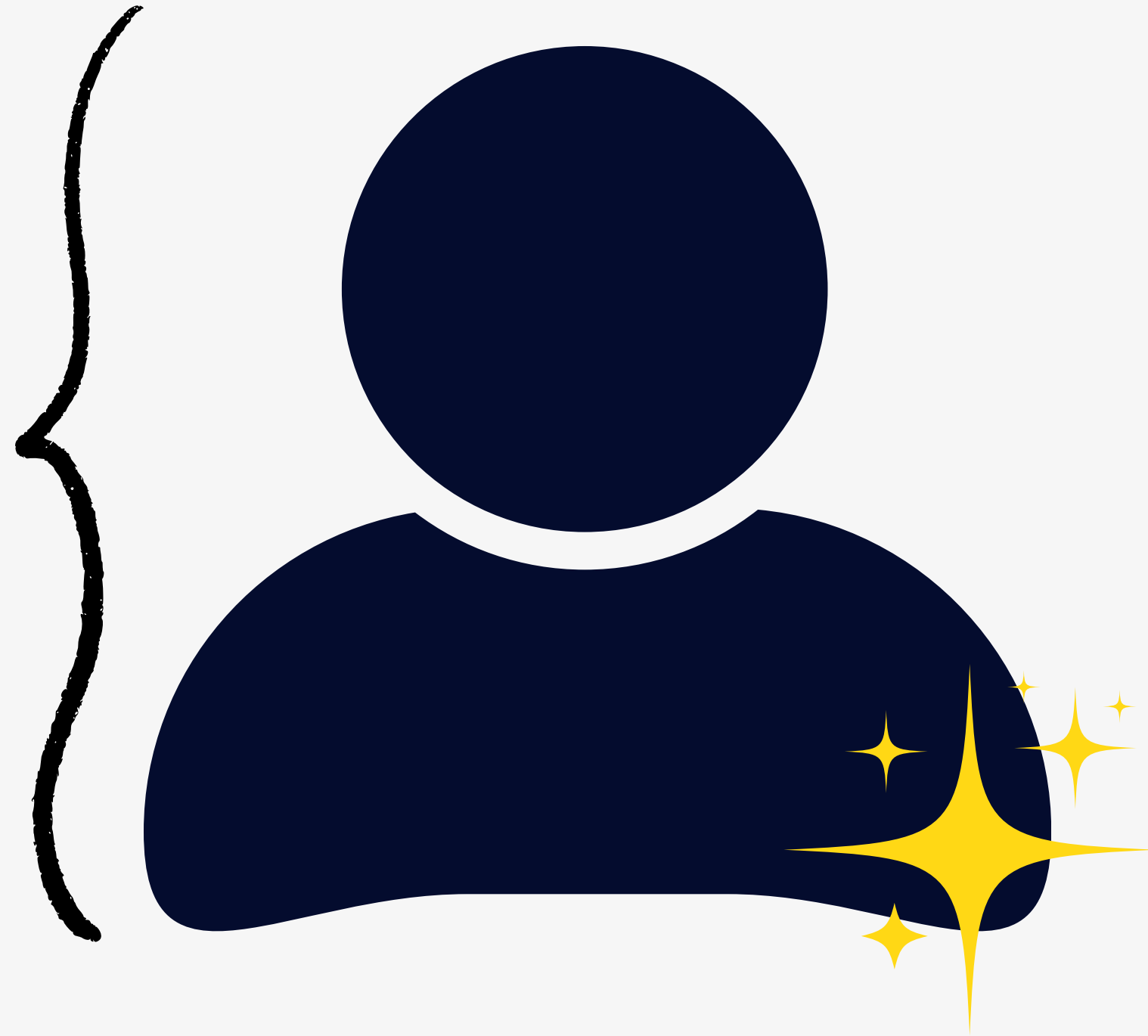
Attitude



Communication



Responsibility



IT IS A COMBINATION OF HARD AND SOFT SKILLS

EXAMPLE PROFILE

Profession: Teacher



Top skills:

- Communication
- Patience
- Subject knowledge
- Creativity



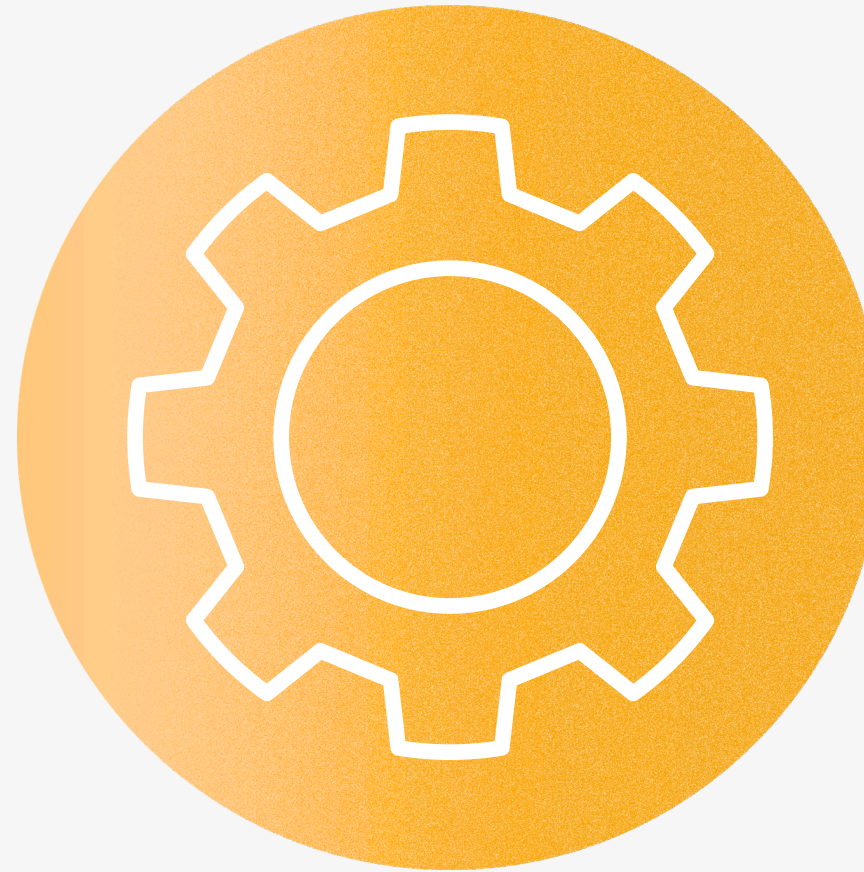
Each profession requires a unique combination

SKILLS THAT MATTER

There are three main types of skills:



SOFT SKILLS



HARD SKILLS



PERSONAL TRAITS

All of them are important



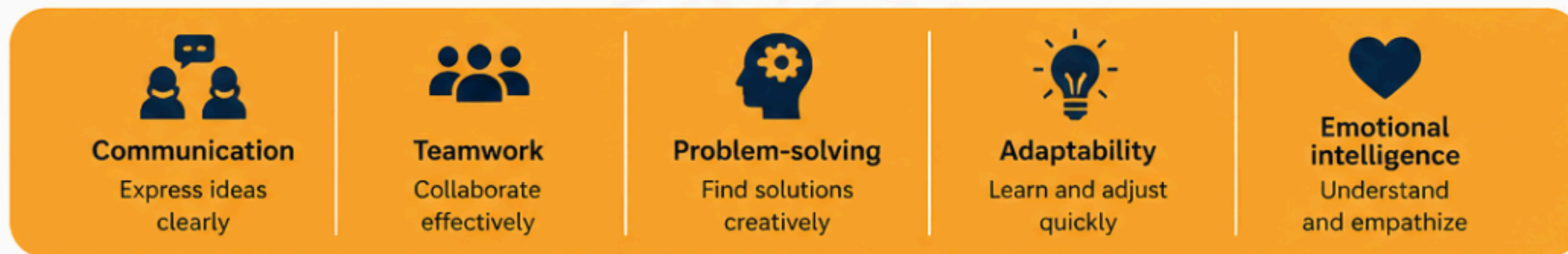
SKILLS THAT MATTER

T-SHAPED SKILLS

The best professionals have both depth and breadth.

THE HORIZONTAL BAR

Broad skills that help you work with others and adapt to different situations.



WHAT DOES IT MEAN?



You have **deep knowledge** in your field (vertical).



You **understand other areas** and can work with different people (horizontal).



This combination makes you a **stronger, more versatile** professional.



THE VERTICAL STEM

Deep expertise in one specific area that makes you valuable.

Example:

Data Analysis
Marketing
Software Development
Design
Finance



EXAMPLE: PROJECT MANAGER



→ Deep knowledge in project management methodologies, planning and tools.



THE BALANCE IS KEY

Keep learning, stay curious and never stop growing your T-shape!



INSPIRIA



TOP SOFT SKILLS



COMMUNICATION



TEAMWORK



PROBLEM
SOLVING



ADAPTABILITY



EMOTIONAL
INTELLIGENCE

These skills are needed in every job.

PERSONAL TRAITS



RESPONSIBILITY



RELIABILITY



CONFIDENCE



CURIOSITY



SELF-MOTIVATION

These shape your professional identity.

CV TIPS



DO

- ✓ Keep it clear and structured
- ✓ Highlight your skills
- ✓ Be honest
- ✓ Adapt your CV to the job



DON'T

- ✗ Too much text
- ✗ Irrelevant information
- ✗ Poor formatting
- ✗ Spelling mistakes



JOB INTERVIEW SUCCESS

- ✓ Preparation builds confidence
- ✓ Communication creates connection
- ✓ Attitude makes the difference

Be yourself and show your value



FINAL MESSAGE

Your skills are your compass -
use them to build your future!

Thank you!



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