

**ŽELIM RADITI**

# ŽELIM RADITI:



Hrvatski  
zavod za  
zdravstveno  
osiguranje

- <https://razvojkarijere.hzz.hr/zamolba-i-zivotopis/>
- **Prijava na Zavod za zdravstveno osiguranje – OBVEZNO-  
DO 30.9.**
- **Prijava na Hrvatski zavod za zapošljavanje**
  - OSOBNA ISKAZNICA
  - SVJEDODŽBA
  - OIB
  - JEDNOM MJESEČNO RAZGOVOR SA SAVJETNIKOM



https://burzarada.hzz.hr/Posloprimac\_RadnaMjesta.aspx

The screenshot shows the homepage of the Burza rada website. At the top, there is a navigation menu with links for 'Početna', 'Radna mjesta', 'Moj voditelj', 'Moj oglas', 'Moj životopis', 'Moj dnevnik', 'Moja kandidatura', 'Navigacija mjesta', 'Moj popis', 'Moj zapovijest', 'RSS', and 'Pomoć'. Below the navigation is a search bar with a search icon and buttons for 'Zapovijest', 'Oglas na', and 'Napredno'. The main content area is divided into three columns of job listings, each with a category icon and a title. The right sidebar contains a 'Posvetni oglas' section and a 'Najtraženija zanimanja' section with a list of professions. At the bottom, there is a footer with the Burza rada logo, social media icons, and contact information.

**Posvetni oglas**  
Dobro medicine specijalizirane medicine 8 0945 medicine - Zavod za kliniku medicine Sisačko-moslavačke županije

**Najtraženija zanimanja**  
KONČINJAR  
PRODAVAČ  
KUHAR  
ČISTALICA  
POMOĆNIK KUHAR  
KUHARSKI POSADNIK  
VOZAČ  
MEDICINSKA SEŠTRA  
SEŠTRICA  
SKLADISTAR

Registronski konzikor  
21620  
Abiturij školstava  
4151  
Aktivnih oglas  
9062  
Biloj estovnih  
vaznih mjesta  
13573  
Trenutačno broj  
nepoznatih  
16831

✓ pretraživanje slobodnih radnih mjesta

✓ on-line objava životopisa za registrirane korisnike

# ŽIVOTOPIS - CV

- Životopis je **prvi dojam koji ostavljate poslodavcu**
- Trebao bi biti **jasan, kratak i točan.**
- Osnovne stavke:
  - Osobni podaci (ime, adresa, kontakt)
  - Obrazovanje (škole, razredi, postignuća)
  - Radno iskustvo (ugostiteljstvo, praksa, volonterski rad)
  - Vještine (računalne, jezične, praktične)
  - Interesi ili dodatna postignuća
- Savjet: **bez laži**, uredno formatirano, pregledno, bez gramatičkih grešaka



# ŽIVOTOPIS - CV

- životopis (CV) = tekst kojim se opisuju dostignuća na obrazovnom planu, prethodno radno iskustvo, specifična znanja, vještine
- redosljed informacija koji se odnosi na obrazovno i radno iskustvo treba biti kronološki poredan
- najnoviji podaci na vrhu pojedine cjeline
- pregledan, čitljiv i jednostavan
- informacije trebaju biti pažljivo odabrane i relevantne za posao za koji se natječeš
- ne smije biti duži od jedne do dvije stranice
- sažete i precizne informacije
- Tablični prikaz životopisa jer je pregledniji i razumljiviji (npr. Europass životopis, Canva.. Predložci s interneta)



**Osobni podaci:**

Ime i prezime: Ivan Kovač  
Adresa: Ulica Obrtnička 8, 52100 Pula  
Telefon: 091 987 6543  
E-mail: ivan.kovac@email.com  
Datum rođenja: 12.04.1997.

**Obrazovanje:**

2019. – 2022. Srednja strukovna škola Varaždin, smjer **Monter instalater**

- Prosjek ocjena: 4,2
- Sudjelovanje u školskim radionicama i projektima instalacija vode i grijanja

**Radno iskustvo / praksa:**

- 2021. Praksa u školskoj radionici
  - Vježbe montaže cijevi, ventila i spojeva
  - Osnove čitanja tehničkih crteža
- 2021. – 2022. Praktična nastava, Obrt „Instalacije Pula“
  - Montaža vodovodnih i grijnih instalacija
  - Održavanje alata i radnog prostora
  - Suradnja s mentorom i timom montera

**Vještine:**

- Montaža i održavanje vodovodnih i grijnih instalacija
- Rad s osnovnim alatima i mjernim instrumentima
- Čitanje i interpretacija tehničkih crteža
- Timski rad i komunikacija s kolegama

**Dodatne informacije:**

- Vozačka dozvola B kategorije
- Aktivno sudjelovanje u školskim projektima (postavljanje demonstracijskih instalacija)

## Martha Blevins

HIGH SCHOOL TEACHER

LinkedIn Profile  
10k.edu.com/martha  
helo@edpage.com  
+1202-456-7890  
www.edpage.com

### WORK EXPERIENCE

- High School Teacher**  
**Cardinal High School**  
Mar 2022 - Aug 2023 (2 years, 5 months)
  - Improved students' overall grades by 15% by facilitating discussions about an application and academic concerns
  - Increased at-risk participation by 25% by spearheading the annual student art exhibition
  - Taught creative techniques in drawing, painting, and printmaking, introducing students to club as teacher-mentor

### Freelance Photographer

- Coventry Design**  
Nov 2022 - Jan 2023 (2 years, 2 months)
  - Achieved a 15% growth in monthly projects by collaborating with various creative professionals, including graphic designers and art directors
  - Retained monthly clients by 35% by introducing a wide array of equipment, including cameras, lenses, lights, and image editing software
  - Applied creative insights in designing eye-catching visuals. Supervised photo production and publishing of client-approved output

Click here for my portfolio

### RELEVANT SKILLS

- Graphic Design
- Digital Art
- Creative Thinking & Effective Communication



## STEFANO ACCORSI

CONTENT STRATEGIST

### PROFESSIONAL SUMMARY

Creative and professional marketing content strategist with five years of experience in developing and executing content strategies for digital engagement and growth.

### WORK EXPERIENCE

- Senior Strategist** 2021-2024  
**Future Marketing Group**
  - Developed and executed data-driven content projects, resulting in a 35% increase in customer engagement rate
  - Managed and generated by 25% within a year through the development of targeted content strategies
  - Implemented targeted content strategies and optimized content distribution, resulting in a 45% increase in website traffic
- Marketing Specialist** 2019-2021  
**Marketing Solutions Agency**
  - Collaborated with account and sales teams, which resulted in a 30% increase in customer retention rate and 15% rise in customer satisfaction scores
  - Developed a 30% increase in lead generation through well-developed and targeted marketing campaigns
  - Designed digital marketing strategy for a new product, which increased conversion rate by 15%

### AWARDS AND CERTIFICATION

- Marketing Professional 2022**  
Marketing Solutions Agency
- Certificate of Completion, Marketing Strategy Course 2020**  
Marketing Experts Network
- Marketing Mentor 2020**  
Marketing Solutions Agency
- Certificate of Completion, Writing for Marketing 2018**  
Content Copywriters Department of Marketing

### CONTACT

Phone: +1202-456-7890  
Email: stefano@edpage.com  
LinkedIn: 10k.edu.com/stefano  
Website: www.edpage.com



## JACKSON ANDERSON

Marketing Manager

Phone: +1202-456-7890  
Email: jackson@edpage.com  
LinkedIn: 10k.edu.com/jackson  
Website: www.edpage.com

### EDUCATION

**Bachelor's University**  
Bachelor of Business Administration - Marketing  
2018 - 2021

### SKILLS

- Market Research
- Marketing Strategy
- Brand Management
- Content Marketing
- Customer Segmentation
- Competitive Analysis

### LANGUAGE

English: Native  
Spanish: Intermediate

### PROFILE

Experienced marketing professional with a proven track record in developing and executing marketing strategies for various industries. Skilled in market research, brand management, and digital marketing. Adept at collaborating with cross-functional teams to drive business growth.

### EXPERIENCE

- 2023** **Brandville International Co.**  
Marketing Manager
  - Developed and executed a comprehensive marketing strategy, resulting in a 20% increase in brand awareness
  - Managed a team of 5 marketing specialists, ensuring timely delivery of all marketing materials
  - Collaborated with sales and product teams to identify and address customer needs
- 2021** **SofTech Co.**  
Marketing Specialist
  - Conducted market research and analyzed competitor strategies to inform marketing decisions
  - Implemented a content marketing strategy, resulting in a 15% increase in website traffic
  - Managed social media presence, increasing engagement and follower growth

### REFERENCES

**Olivia Wilson**  
Marketing Director  
10k.edu.com/olivia  
helo@edpage.com

AVERY DAVIS  
+1202-456-7890  
helo@edpage.com

# RESUME

AVERY DAVIS  
Senior Designer | Jewelry Design

### WORK EXPERIENCE

- LEONORA CO.** 2022-2023  
Senior Designer
  - Lead designer for a jewelry collection, resulting in a 20% increase in sales
- STYLISH BOUTIQUE** 2021-2022  
Senior Designer
  - Lead designer for a jewelry collection, resulting in a 15% increase in sales
- THE ARTS COUNCIL** 2017-2018  
Senior Designer
  - Lead designer for a jewelry collection, resulting in a 10% increase in sales

### EDUCATION

**REALITY GREAT UNIVERSITY** JUNE 2017  
Bachelor of Fine Arts - Jewelry Design

### SKILLS

- 3D Modeling
- Handmade Jewelry
- Product Photography
- Customer Engagement

### REFERENCE

**OLIVER BROWN** 2021-2022  
helo@edpage.com  
10k.edu.com/oliver

# AVERY DAVIS

## Mariana Napolitano

Creative Designer



### About Me

I was born and raised in Aurora, and now live in the city that inspired my creativity. I'm a creative and a designer with a passion for creating beautiful and functional designs. I'm a creative and a designer with a passion for creating beautiful and functional designs.

### Expertise Skill

- Graphic design
- Illustration
- Brand identity
- Digital marketing
- Video editing

### Education

- 2018-2020**  
Bachelor of Design University  
100 Anywhere St., Any City, ST 12345
- 2017-2019**  
Bachelor of Marketing University  
123 Anywhere St., Any City, ST 12345

+1202-456-7890  
helo@edpage.com  
www.edpage.com  
123 Anywhere St., Any City, ST 12345

**BENJAMIN SHAH**  
Address: 123 Anywhere St., Any City, ST 12345  
Phone: +1202-456-7890  
Email: benjamin@edpage.com  
Website: www.edpage.com

### SUMMARY

Experienced Mechanical and Mechatronics Engineer seeking a challenging position to apply expertise in designing and implementing innovative solutions for complex engineering challenges. Proven track record of success in project management, problem-solving, and cross-functional collaboration. Adept at utilizing cutting-edge technologies to optimize processes and enhance overall efficiency.

### WORK EXPERIENCE

- Mechatronics Engineer, Robotics Technology** Jan 2022 - Present
  - Lead development of an advanced robotic system, achieving a 15% increase in operational efficiency
  - Collaborated with cross-functional teams to design and implement a new robotic platform
  - Provided technical expertise, contributing to a 10% reduction in system failures
- System Engineer, Aerial Robotics** Feb 2021 - Dec 2021
  - Designed and optimized a robotic control system, resulting in a 20% performance improvement
  - Conducted testing and validation, ensuring compliance with safety standards
  - Provided technical expertise, contributing to a 10% reduction in system failures

### EDUCATION

**Bachelor of Mechatronics Engineering with Honors**  
University of Engineering Excellence  
2018 - 2021

- Magna Cum Laude
- Thesis: "Technological Advancements within the Current Mechatronics Industry"

### ADDITIONAL INFORMATION

- Technical Skills: Mechatronics System Integration, Automated Engineering Technology, Project Management, Robotics and Automation, CAD for Mechatronics
- Language: English, Spanish
- Certifications: Professional Engineer (PE) License, Project Management Professional (PMP) Certification
- Awards: Distinguished Alumni Award, recipient of the "Innovator for Tomorrow" leadership program, presenting 10M USD in research funding for local startups

## Nellie Iglesias

Content Editor

LinkedIn Profile: 10k.edu.com/nellie  
helo@edpage.com | +1202-456-7890



### Work Experience

- Content Editor**  
**Global Advertising Inc.**  
March 2022 to August 2023 (1 year, 5 months)
  - Managed a team of 5 content creators, ensuring timely delivery of all content
  - Developed and executed a content strategy, resulting in a 20% increase in website traffic
  - Collaborated with sales and product teams to identify and address customer needs
- Senior Copywriter**  
**Creative Digital Media Group**  
November 2020 to January 2022 (1 year, 2 months)
  - Managed the content calendar for 10+ marketing campaigns, ensuring consistency
  - Developed and executed a content strategy, resulting in a 15% increase in website traffic
  - Collaborated with sales and product teams to identify and address customer needs

### RELEVANT SKILLS

- Content Strategy Development
- Copywriting
- SEO Content Writing

**KIAN GRAHAM**  
Address: 123 Anywhere St., Any City, ST 12345  
Phone: +1202-456-7890  
Email: kian@edpage.com  
Website: www.edpage.com



### WORK EXPERIENCE

- Flight Attendant**  
**Global Airlines**  
March 2022 to August 2023 (1 year, 5 months)
  - Provided exceptional service quality by 30% by maintaining more than 40 hours flight attendants and training them in high-quality health and safety standards
  - Managed 100% positive feedback rating from passengers by providing them exceptional in-flight customer service and ensuring their comfort and safety
  - Completed more than 2,000 hours of international and domestic flights

### EDUCATION HISTORY

**Bachelor of Science in Tourism**  
Bachelor of Science in Tourism  
University of Leisure Management  
Year of Graduation: 2020

- Cum Laude
- Dean's List
- President of University Debate Club

### CERTIFICATIONS

- Flight Safety Training**  
International National Aviation Association (ISAT)
- First Aid Certification**  
American Red Cross (ARC)

# MOLBA – MOTIVACIJSKO PISMO

- Molba prati životopis i objašnjava **zašto baš vi želite posao ili upis u školu.**
- Struktura molbe:
  - Pozdrav i tko ste
  - Zašto se prijavljujete na tu poziciju
  - Koje vještine, znanja ili iskustvo imate
  - Kontakt za poziv na razgovor
- Savjet: **personalizirajte svaku molbu**, izbjegavajte generičke tekstove



# MOLBA – MOTIVACIJSKO PISMO

- molba za posao = tekst kojim se ukratko opisuješ poslodavcu i ističeš osobine, vještine i
- iskustva bitna za radno mjesto za koje se prijavljuješ
- sastoji se od tri dijela:
  - uvodni dio – navođenje radnog mjesta za koje se prijavljuješ kao i izvora gdje si vidio/vidjela natječaj za to radno mjesto
  - razrada – navođenje kvaliteta koje te čine dobrim kandidatom
  - završni dio – navođenje informacija za daljnji kontakt i eventualnih preporuka
- ne dulja od jedne stranice teksta
- obavezno provjeriti pravopis i gramatiku prije slanja!
-

## Prilog 2: MOLBA / MOTIVACIJSKO PISMO

**Ivan Kovač**

Ulica Obrtnička 8, 52100 Pula

ivan.kovac@email.com | 091 987 6543

Pula, 3. studenog 2025.

**Poštovani,**

Javljam se na natječaj za radno mjesto **Montera instalatera** u vašoj tvrtki. Završavam trogodišnji program za Monter instalatera u Srednjoj strukovnoj školi Varaždin, gdje sam stekao praktična znanja u montaži vodovodnih i grijnih instalacija, održavanju alata i čitanju tehničkih crteža.

Tijekom prakse u Obrtu „Instalacije Pula“ sudjelovao sam u montaži sustava, radu u timu i komunikaciji s mentorom i kolegama. Volim raditi praktično i spreman sam učiti nove tehnike i primjenjivati ih na terenu.

Vjerujem da bih svojim znanjem, motivacijom i marljivošću bio vrijedan član vašeg tima. Rado bih se odazvao na razgovor kako bismo detaljnije razgovarali o mojim kvalifikacijama.

Zahvaljujem na vašem vremenu i prilici.

**Lijep pozdrav,**

Ivan Kovač