

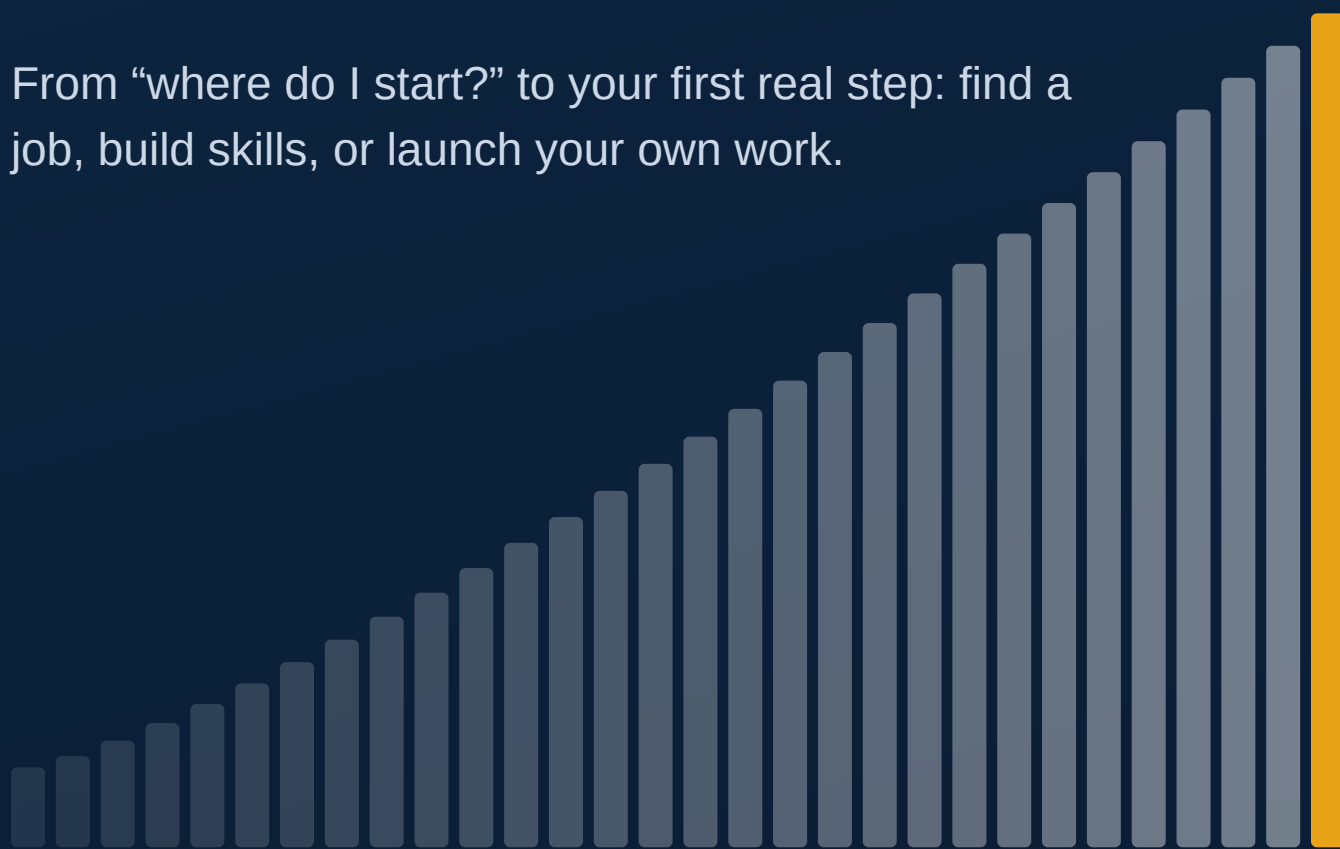
A Practical Guide

30

Days to Work That Works

From “where do I start?” to your first real step: find a job, build skills, or launch your own work.

Day 30



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The Working Mindset

People who find work and people who don't are rarely separated by intelligence. More often it is how they think about the process.

Waiting mindset	Working mindset
Work will come to me.	I go to the work.
First a diploma, then a job.	I build skills starting today.
A mistake means I failed.	A mistake is information.
Everything must be perfect first.	I start, then improve.

Three values of work

- 1. Offer value.** Nobody pays because you need money. They pay because you solve a problem for them.
- 2. Build trust.** A reliable person who keeps promises will beat a brilliant person who does not.
- 3. Keep learning.** The job market changes. What you know today will not be enough in two years.

Exercise, Day 1

Write three things you want to change in the next 30 days:

Sample CV

A fictional example for a first job in customer service. Copy the structure, not the words.

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Profile

Friendly, reliable customer-service professional with two years of part-time retail experience and fluent English and German (B2) and native Polish. Known for calm problem-solving under pressure.

Experience

Sales Assistant, Fresh Market, Berlin

(2023 to 2025)

- Served about 80 customers per shift with consistently positive feedback.
- Reorganised the stockroom, cutting restocking time by 30%.
- Trained 3 new colleagues on the till system.

Education

Secondary school diploma (2022); Customer Service Basics, online course (2025)

Skills and languages

Customer communication, cash handling, Excel basics. English (C1), German (B2), Polish (native).

30 Interview Questions

Practise each aloud. Write a STAR example for the ones marked with a star.

About you	Motivation	Skills and behaviour
1. Tell me about yourself.	11. Why this company?	21. ★ A time you solved a problem.
2. What are your strengths?	12. Why this role?	22. ★ A time you made a mistake.
3. What is your weakness?	13. What do you know about us?	23. ★ A time you worked in a team.
4. Where do you see yourself in 5 years?	14. Why should we hire you?	24. ★ A conflict you resolved.
5. How would colleagues describe you?	15. What motivates you?	25. ★ Working under pressure.
6. What do you do in your free time?	16. What salary do you expect?	26. ★ A time you learned fast.
7. What are you proud of?	17. Are you applying elsewhere?	27. ★ A goal you reached.
8. Why did you leave your last job?	18. What kind of manager suits you?	28. How do you prioritise tasks?
9. Do you have questions for us?	19. What would you change in your work?	29. How do you handle criticism?
10. When can you start?	20. Why this country or city?	30. How do you manage unclear tasks?

Model answers

1. Tell me about yourself

“I’m a customer-focused person with two years of retail experience. I enjoy solving problems and learning quickly. I recently finished a customer-service course, and I’m now looking for a role where I can use these skills full time.”

3. Your weakness

“I used to take on too much and not ask for help. Now I list my priorities each morning and ask early when I’m unsure. It has made my work more reliable.”