



# JOIN US ON THE PATH TO SUCCESS

- NEWS
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## Working abroad

Tips and Tricks.

## Do's and Don'ts

On your CV.

## Prepare yourself

for future jobs.

## EU Opportunities

To gain work.

# YOUJOB

ARE YOU READY FOR YOUR NEW JOB? **BLOW YOUR JOB!!!**

# PREPARE YOURSELF FOR NEW JOB IN 6 STEPS

**If a job change is in your near future, one of the best ways to begin the process is by evaluating your skills. Here, you can find 6 steps how to do it.**

## **#1 List Potential Positions You Want**

**Start your skill-set evaluation by writing a list of the jobs you want in the near future and over the long-term. This can include positions directly above you in your current field, horizontal positions in your profession if you're open to changing directions, or jobs in completely new fields because you're no longer interested in staying in your current profession. Once you have a list of the positions you'll want to pursue during your career, start researching what they require in terms of education, experience and accomplishments. You can also start learning what soft skills top people holding these jobs have in common.**



## **#2 Read Job Descriptions**

**Don't assume that because you're familiar with a position you know what employers want in candidates for that job. For example, if you want a job in communications, many employers no longer focus most of their attention on writing skills. Many departments, agencies and companies now want communicators who can find audiences, and that means candidates with expertise in social media. Visit company websites and general job sites and read the job descriptions for posted positions. Search the LinkedIn profiles of people who have jobs you want and learn what skills they're emphasizing on their profiles.**

## **#3 Set Up Informational Interviews**

**Go straight to the horse's mouth and ask the people in positions you want what skills they have that make them successful. Ask your friends to introduce you to contacts who might be willing to have a cup of coffee with you or let you take them to lunch. Ask them not only about their educational background, but also about any certifications they've earned, continuing education workshops or courses they'd recommend, and what skill or experience they don't have but wish they did. Ask them to rank, in order of importance, the top five hard skills and top five soft skills they think their position requires. Finding a mentor is an excellent way to improve your skill-acquisition strategy.**

## **#4 List Necessary Hard Skills**

**Hard skills are the basic technical skills a position requires. These are the skills you learn in college, during certification training or attending workshops and seminars. This might include knowledge of certain business practices, understanding of specific government rules, regulations and laws, proficiency in specific software programs or knowledge gained through specialty certifications.**



### **#5 List Necessary Soft Skills**

**Soft skills are those that transfer to positions regardless of your field, such as time management, communications, leaderships, project management and interpersonal skills. The more contacts you have in your network who can help you perform a specific job, the better.**

### **#6 Create a Skill-Acquisition Strategy**

**Once you know the specific job or jobs you want to acquire or excel at, have developed a good feel for the skills necessary to succeed in those jobs, and understand the hard and soft skills required, create a plan for obtaining and upgrading your skills.**

**Outline on paper a new resume, personal website and LinkedIn profile, ranking your skill-set in order of importance. Many CVs, personal websites and LinkedIn profiles include a short one-sentence professional overview (e.g., "Project management specialist experienced in..."), followed by a short list of six to eight specific skills in bullet points. This lets prospective employers or a boss looking at you as an internal candidate for a promotion quickly get a feel for your skills set. Your resume then demonstrates your accomplishments that prove that.**

**College classes and certification courses can help you add or improve hard skills. Self-help books, tapes and DVDs, weekend business seminars and online courses are excellent resources for developing soft skills. Your employer might even reimburse your expenses for improving your proficiency in these areas.**

**Build your network through traditional methods and by creating a personal brand. Build a library of books, tapes and DVDs and refer to them throughout the year. Stay up to date with technology so you can at least communicate intelligently with tech people who will work with and below .**

# EU OPPORTUNITIES

**Opportunities abroad allow youth workers to learn about cultural diversity and different practices in youth work in other countries. This experience helps youth workers to acquire new skills and to enhance their professional development. In this article we will show you 3 of them.**

## **1 EVS**

### **What is that?**

**The main aim is to develop solidarity, mutual understanding and tolerance among young people, while contributing to strengthening social cohesion and promoting active citizenship. After that learning experience you will get a certificate - youthpass.**

### **Who can take part?**

**Everyone who is aged 17-30 and willing to work as a volunteer.**

### **How long?**

**From 2 weeks to 12 months abroad**



## **2. ERASMUS for young entrepreneurs**

### **What is that?**

**This programme gives entrepreneurs the chance to learn from experienced entrepreneurs running small businesses in other Participating Countries. The host benefits from fresh perspectives on his/her business and gets the opportunities to cooperate with foreign partners or learn about new markets.**

### **Who can take part?**

- New entrepreneurs, firmly planning to set up their own business or have already started one within the last three years;**
- Experienced entrepreneurs who own or manage a Small or Medium-Sized Enterprise in one of the Participating Countries.**

### **How long?**

**1 - 6 months**

**3- EURES**

### **What is that?**

**EURES is an information exchange network to facilitate the mobility of workers within the countries of the European Union (EU) and the European Free Trade Association (EFTA). It was established by the European Commission to help you to find available opportunities. By selecting 'search for a job', you can access job vacancies in 32 countries (the EEA plus Switzerland), updated in real time.**

### **Who can take part?**

**young nationals in the 18-35 age bracket of any of the EU28 countries + Iceland and Norway to find a work placement (job, traineeship or apprenticeship) in another EU. And also employers to find the workforce they need for their hard-to-fill vacancies.**

### **How long?**

**It depends on the job.**

## **DO'S**

- **International recognized experience for your CV**
- **Multiple opportunities: ascending in your career, more money, travelling**
  - **A new perspective of the work ethic**
- **Experience another culture and life style**
  - **Create new contacts**
- **Learn from the best professionals in your domain**

## **DON'TS**

- **No friends or family by your side**
  - **Paying rent**
  - **Working over-time**
- **Totally different culture and way of seeing things**
- **Smaller salaries for strangers compared with the ones of the locals**
  - **The language barrier**
- **The prejudices concerning the strangers**

## **TIPS AND TRICKS**

- 1. Always look for a job before moving to a different country**
- 2. Work carefully on your CV and the prepare correctly for the interview**
- 3. Always be prepared to take classes and learn more**
- 4. Don't settle for a small salary**
- 5. Be ready to work over time in the beginning to make a good impression**
- 6. Eliminate any prejudices about the nationality of your work colleagues**
- 7. Never suck up to your bosses**
- 8. Bond with your colleagues.**



# CURRICULUM VITAE

## **7+7 tips how to write a CV like a Boss!**

### **1 - Be memorable**

**HR people have a pile of 50 CVs from which they have to select 5 for interviews. They spend , on average, 8 seconds looking at one C. If your CV is hard to read and not interesting they will just move on to the next CV. Use bullet points and keep sentences short. Use graphich design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye. Keep it punchy, to the point and not send them your entire life story. Save those things for the IW.**

### **2- Keep it simple**

**It should be easy to read and use active language - Two pages of A4 is enough with a mini profile included in the first half of page. Include key information - personal details , including : name, phone number and email adress . A date of birth and gender is no longer needed, owing to age discrimination rules .**

### **3- PROMOTE yourself**

**HR people want to see what value you have and how it will enhance their company. Let them know what are your specific contributions , qualifications, . Promote your assets. Employers are intensely interestered.**



#### **4-Tell the truth**

**Lies on your CV can land you in a whole heap of trouble when it comes to employers checking your background and references. The last thing you want is to start work and then lose your new job for lying . U also may get caught out at the IW stage when you suddenly can´t answer questions . And that can be very awkward.**

#### **5-Tailor it!**

**Take a time to change your CV for each role that you apply for. Research the company and use the job advert to work out EXACTLy what skills you should point out of to them. They will appreciate the obvious effort.**

#### **6-Use the maths**

**Backing up your achievements with numbers makes selling yourself much easier. When you writing your wokr history, don´t just say that you increased sales. Write that you increased sales by 70% over a 6 month period.**

#### **7-Think about it, before you send it**

**Make sure that e- mail you´re sending the application from isn´t a personal email adress like Vodkalover95@gmail.com . It´s not likely to be seriously and also look for a grammatical errors.**

#### **DONT´S**

##### **1- Include irrelevant personal information**

**Unless it´s directly relevant to the position you´re applying for, leave details like religion , political preferences,, height, weight and story that you´ve met Angelina Jolie.**

##### **2- Be unconcrete**

**Using phrases like „ several“ a „few“ and „ numerous“ . If you spent three years working on a project , say it ! Remember the rule n. 6 - use a maths.**

**..Instead of that use  
action verbs! : ,  
Resolved user  
questions as a part of  
IT..“**

**5- Leaving important  
information !**

**Maybe you eliminate  
mention of the jobs you  
´ve taken, because you  
´re not proud of them.  
However, the soft skills  
you ´ve gained from that  
experiences (   
bartender- customer  
oriented, work under  
pressure, time  
management) are more  
important that you  
might think!!.**

**6- Lack of activities  
relating to personal  
development**

**Think about the kinds  
of hobbies you have and  
skills they  
demonstrate, rather  
than just what  
interests you  
(swimming, cooking..)  
Include everything  
what could be useful on  
a practical level such as  
foreign languages,  
leadership skills,  
voluntary work ..)**

**7- CV longer than 2  
pages**

**This is great way how  
you can show your  
communication skills.  
HRs automatically put**



# WORKING ABOARD

## **Working abroad? Why not?**

**Working in a foreign country has become a utopia and trend of our days.**

**Starting from high school, the youngsters in Europe develop the idea and dream of moving to a foreign country to study and start building a career. Countries like UK, Germany or the Northern countries are the first choices when it comes to choosing a new location for studying and working. The economy of these countries represents the major factor of decision.**

**The big minus of this situation though is the fact that most of the people and especially the youngsters are not prepared for an abroad experience. The “getting out of the comfort zone” factor and the change of location, from a comfy domestic home to a foreign country with a foreign language is a difficult step.**

**The following article will help you establish if you’re “working abroad” material, explain the do’s and don’ts of working in another country and it will also give you some tips and tricks.**

# The Skill Ville Game

**1. What kind of job do you want to take?**

**A, I will take any job, even if the payment is less and is beneath my education**

**B, I won't accept any job and I will search as long as my expectations are met.**

**C, I'm very pretentious and I don't want to commit myself to anything, but the perfect job.**

**2- In an interview, what personal competencies would you mention?**

**A, „I have some competences and I hope I can do this job.“**

**B. I have many competences , I know I can do this job.**

**C, I don't what competences I have**

**3- Why do you think, you're the most suitable person for this job?**

**A, Because I can do everything , that you're expecting from me.**

**B, Because I have a lot of skills, and I'm the best in my field.**

**C, Because I can be really creative .**

**4- How would you evaluate yourself?**

**A- hard- worker / confident**

**B- passionate / organised**

**C- creative / empathetic**

**Majority A - These people belong in a call center , MLM - network or a broker.**

**Majority B - These people usually have their own businesses and are in a stable financial suspect.**

**Majority C - These people usually have the following jobs: brand manager / business manager or artistic jobs.**





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A LEGEND**

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