

theGUIDE

to your future

Discovering European opportunities
for YOUTH

Destination: Greatness

In this modern age of an abundance of information, possibility and paths targeted towards youth, Europe leads the way for mobility and life-long learning.

Erasmus+ is the EU's program to support education, training, youth and sport in Europe. Its budget of €14.7 billion will provide opportunities for over 4 million Europeans to study, train, gain experience, and volunteer abroad.

There are opportunities for students, teaching and training staff, trainees, young people and youth workers.

The European Voluntary Service is open to young people aged 17-30 and lets you travel abroad for a period between 2 weeks and 12 months to participate in a project on a voluntary basis. A wide variety of projects are available in many areas such as social care, the environment and culture. More information can be found on the "European Youth Portal" website.

You can apply to volunteer with the EVS directly through the organization responsible for sending you abroad or receiving you in the host country and for arranging all practicalities.

"Erasmus for Young Entrepreneurs" is a European business exchange program. It provides practical and financial assistance to newly established or would be entrepreneurs wishing to gain knowledge abroad with a host entrepreneur.

Through this program young entrepreneurs acquire the relevant skills for managing a small or medium size enterprise. It helps in answering questions and prepares the young entrepreneurs to run their own company successfully. The experienced host entrepreneur can give a fresh perspective and international cooperation opportunities.

The program aims at the exchange of knowledge and experience, better networking possibilities across Europe and new commercial relations for European businesses. There is no age limit for the applicant.

Usually the program runs for 3 months but the duration could be extended to another 3 months if it is justified. As soon as there is a match between the young entrepreneur and the host entrepreneur the contract could be ready in the next 48 hours.

Through the "Internship" program there is a great opportunity to travel and work abroad in one's chosen field. The program offers the prospect of gaining international experience about working and living in a foreign country though learning the language, the culture and local customs. Additionally, this experience strengthens one's resume and develops individual skills. "Internship" gives wider perspective on the global industry.

The program runs from 2-12 months and it relies on cooperation between universities and civil institutions among all nations involved such as all EU countries and Liechtenstein, Turkey, Iceland and Norway.

EURES (European Employment Services) is a merge of all the EU countries' unemployment offices in an online database that helps EU citizens to find a job in any European country. By uploading information on one's profile and adding their CV and field of interest EURES matches the job seekers with a prospective employer. Through the website's advisors, job seekers can gain guidance on writing a competitive CV and cover letter.



*youngSTARS project, London 6-14th of November 2016

WORKING IN ANOTHER COUNTRY

Perhaps your sense of adventure has gotten so overwhelming you've decided to finally take the plunge and live abroad, or maybe you need to find a job to supplement the income of your new spouse who's from another country. Whatever the case is, it's important to realize getting hired outside of your home country is sometimes difficult, but not impossible. Keep reading to get some helpful pointers.

1. Tap into unpublished sources
2. Stay informed with foreign media
3. Research relevant groups
4. Do your research
5. Prepare to be patient
6. Beef up your interview skills
7. Check visa and work permit requirements
8. Study country profiles
9. Consider a short-term trip before the big move
10. Go with the flow



Do's and don'ts:

- **Do** have a goal in mind for what you hope to accomplish with your international work experience.
- **Don't** expect to get a great international job assignment right out of college; most employers want you to have some local experience before heading overseas.
- **Do** develop a detailed job-search strategy that includes the types of positions you seek and the employers and countries you seek them in.
- **Don't** expect quick results from your global job-search. Your international job-search will take much longer, on average, than a domestic job-search.
- **Do** consider joining one or more international organizations, especially those with members or chapters in the parts of the world in which you seek to work.
- **Do** consider using the connections from your college's career services, study abroad, and alumni offices to track down international network connections and potential job leads.
- **Do** seek advice from your mentors about strategies for finding international job leads.
- **Don't** eliminate countries or parts of the world because you don't speak the language, but do try to develop some degree of fluency in multiple languages and especially the one for the country you are seeking.

- **Do** focus on your key credentials for working overseas, such as language fluency, cultural competencies, flexibility, adaptability, teamwork, and communications skills.
- **Do** consider taking a trip to the country in which you want to work and do inform the companies you are interested that you will be in the area would like to stop by.
- **Do** consider multiple work-abroad options. For established job-seekers, focus first on your current employer before examining both domestic companies with international offices and foreign and multinational employers. For students or new college grads, consider internships, volunteering, and government work in addition to international and multinational employers.
- Once you are overseas, **do** be prepared for culture shock and elements of home-sickness. Do consider seeking out other expatriates living in the area, but don't rely on them for all your contacts, go out and meet the locals.
- **Don't** forget to keep actively networking while overseas, whether for other international experiences or to assist in landing a new job on your return home.

Do's and Don'ts on a CV

CV should consist of the most important information about candidate to work.

Resume needs to be packed with relevant information to help employer make decision to hire you. It should include:



1. Personal data: name, contact details (phone number, email address)
2. Personal profile: 2-3 sentences, that highlights your key attributes and reason why you are applying for this job. It should clearly show your career aim.
3. Education (write chronological- list and date all previous education. It includes any professional qualifications.
4. Experience (chronological and it should describe what was your tasks every of position, and shows your achievements. This can be internship or voluntary role

If you don't have much work experience is better to begin with your education and then focus on:

5. Additional skills: it is place for languages and you can mention about course you finished and certifications you obtained, ex. Excel or drive license course.

At the end you can write: references available for requests/your employer can check it asking your previous employer about you work.

6. Hobby- is not compulsory to include hobbies in your CV. In case you want to mention- it should not be general information as f. ex reading. Instead of this you can write what kind of books you like read or which author is your favorite one.

Other helpful information before you send your CV:

- Customized to the job offer
- In pdf format
- There should be no mistakes in your CV. Before send, check it double.
- Should be easy to read. Bullet points should be used to tidy up any lists
- Should contain professional picture

Preparing for future jobs

10 golden rules

Do you know what you want to do in the future? Which carrier path you will take? Maybe your profession does not exist yet and you will create the new one?

How you can prepare for your future. Which decisions you can take to make your chances raised up.

If you are just graduated your studies and look for job those tips are for you:

- 1. Prepare for interview: practice!** It makes you perfect. Practice answers you can get on interview. Therefore, you need to write down the questions you expect to be asked and consider how to answer on each of them. You can also interview yourself in the mirror. Think carefully about your posture and gestures.
- 2. Prepare to fail:** be ready that you will not get your job soon. Be patient when do not have answer and invitation for the interview in one week or even longer. Oft you will not get any answer on requested job's offer. Anyway do not give up!
- 3. Be prepared to convince employer** that you are perfect for them and match to the job position. Read about company you want work in.
- 4. First impressions are very important:** pay attention to body language, eye contact and a posture. At the start of the interview you should smile at and maintain good eye contact with the interviewer. Speak clearly, but not too fast. Give yourself a moment to think about your replies.
- 5. Be prepared to tackle competency-** based interview questions. Before you go for an interview, check the job description for the skills and competences. Think about your experience and consider which examples you can use to proof your skills which are required.
- 6. Be yourself on interview.** What an interviewer aims to do is find out whether what's written in you CV is true.
- 7. Create your brand.** If someone looks you up- online or offline- they should get a clear idea of who you are and what to offer them in terms of skills, experience. Is good to portrait that self to the world. Build you online profile through blogging or other networking sites



- 8.** Create a maintain network. When you connect with other online, meet the industry events, and meet up disciplinary conferences, put effort to maintaining those relationships. Keep good relations with classmates and old professors. They may help you while looking for a job.
- 9.** Collect your experience, be active. Try to participate in volunteering, conferences, courser, which can help you to raise your experience.
- 10.** Develop varied references, recommends. If you have volunteered for a non-profit organizations or taken on small internship, you will have a supervisor who can speak to the skills you have transferred from academia to your work.

Good luck with your future job!

GAME

Find the final sentence (4 words): _____.

I	N	T	E	R	N	S	H	I	P
N	E	R	A	S	M	U	S	Y	B
T	E	A	M	O	U	S	N	O	S
E	G	V	S	T	E	A	J	S	W
R	E	E	P	R	O	F	I	L	E
V	O	L	U	N	T	E	E	R	S
I	A	E	S	T	E	E	A	R	V
E	X	P	E	R	I	E	N	V	E
W	O	R	K	A	B	R	O	A	D
E	L	E	A	R	N	I	N	G	!

WORDS:

1	INTERNSHIP
2	INTERVIEW
3	WORK ABROAD
4	TRAVEL
5	VOLUNTEERS
6	IAESTE
7	EXPERIENCE
8	EURES
9	CV
10	PROFILE
11	ERASMUS
12	LEARNING
13	JOB
14	EVS
15	TEAM

Articles

“Destination: Greatness” by Christina Theodorou (CY)

“Working in an other country” by Milena Katicin (CRO)

“Does and Don’ts on CV”, “Preparing for future jobs” by Marta Dondziak (PL)

Game by Milena Katicin (CRO), Christina Theodorou (CY), Marta Dondziak (PL)

Video:

- Script/Directing/Editing by Christina Theodorou (CY)

- Actress: Marta Dondziak (PL)

- Information/Creative Assistance: Elif Eroglu (TR), Anna Kamenceva (FYROM)