



# *Magazine*

**4 Articles!!**

**Online Game!**

**Video!**

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# Stand Out from the Crowd

An important step to find a job is to write an excellent resume. This is the first contact you will have with your future enterprise and consequently is very important to send them a good CV. The following resume contains many common mistakes which will be explained in the last list of do's and don'ts.

Lucia Raimondo

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Year of birth:1999

Status: unmarried

Description about myself: I am a creative person which likes to work in a team. I have team leader skills and I am able to work under pressure. I also have problem solving skills.

Education:

- 2021: graduated at University of Bologna in Marketing (BA)

Final mark : 110/110

- 2018: graduated at Galileo Galilei high school

Final mark: 98/100

Work experience:

- 2015: waitress at "Il contadino restaurant

- 2018: bartender at "Cafè Vivaldi

- 2020: private teacher at russian school "Papeda

Languages:

italian: c2

English: good

Spanish: a2

Skills: ability to use Microsoft office: basic

Hobby: I love to travel and I love playing volleyball

What is wrong with this resume?

- **Name:** the best thing to do is to write the name in capital letters since your name is the first important thing, or write it with bigger in size letters.
- **E-mail:** try to create a new e-mail more appropriate to a formal context, your full name is recommended , Gmail & Outlook are the most professional.
- **Age, Status, City:** you don't need to share this information. Indeed, if your employer looks at your age, he could think that you do not have work experience to do that job or you will probably request a lot of money if you have wide experience. Moreover, you do not have to say if you are married with 4 children because it is not related to the job.
- **Education:** it is not necessary to write about your diploma when you have a university degree. Furthermore, you should not write your final mark.
- **Work Experience:** you should start from the most recent job & write at least 3 achievements – duties.
  - I sold 200 products per week
  - Customer service of 50 people per day
  - 30% monthly sales increase
- **Languages:** you should explain which level you have in a foreign language using just 3 expressions, "basic, intermediate and advanced". Moreover, you should specify which level you have in that language in speaking, writing and listening.
- **Hobbies/Interests:** you must be vague. It means that you can write that you like sport but not specifying which one.

Some extra tips:

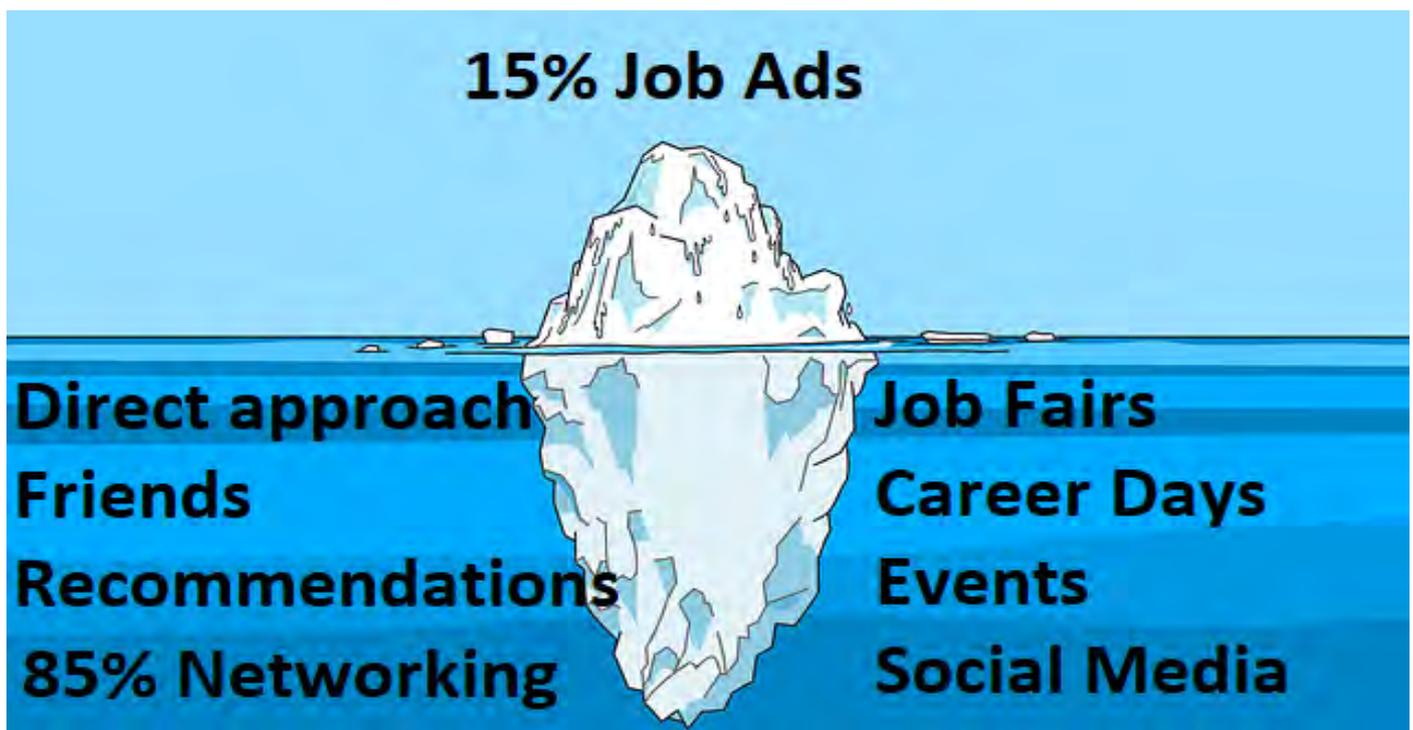
- **Digital Skills:** You can write your knowledge in certain software, social media for business, programming etc.
- **Soft Skills:** You can write some of your personality skills that are relevant to the job ad or position you want to apply.

- **Volunteer Work:** You can include it at your work experience.
- **Achievements/Awards:** If you earned an award or scholarship or other kind of achievement you can share it on your CV.
- **References:** If you want to add any, put the contact details of your recent employers after having their permission to share their data.
- **Summary:** You can summarize in 2-4 lines how you match to the job regarding work experience, knowledge and specific key words that you found on the job ad.
- **Contact details:** Make sure that you added a correct phone number & email, you can also share your LinkedIn profile or other social media platforms that you can show your work (i.e. Github for Developers, Behance for Graphic Designers etc.).
- **Format:** Its better to have your CV in a PDF format, word doesn't always appear correctly as MS Office version may vary from company to company, or they even may have other type of Office software like OpenOffice or LibreOffice.
- **Letters size:** 10-12 size is the recommended.
- **Font:** Century Gothic and Ubuntu are professional and good, employers don't like Times New Roman and Comic Sans so try to avoid them.
- **Pages:** 1-2 pages is the best, at some certain jobs like doctors, the CV may exceed the 2 pages.
- **Photo:** At most countries photo is not required, if you requested to add a photo on your CV make sure that it is a professional one.
- **Design:** Make sure that you will use a modern CV design so to stand out from the crowd. If you have a Europass CV, keep it for job ads that they request a Europass CV.
- **Typos:** Make sure that you will do proofreading in the end.

Keep in mind that the most important thing is to not lie because your future employer will find out sooner or later.

# Enter the Hidden Market

Have you ever been looking for a job and not finding the right one? The reason for this is the job search is not so simple and straight process. Sometimes it is not enough to look at the ads in the most popular site relevant to the country. You should explore the market and dive deeper to find what you are looking for. Do you know that only 15% of the job opportunities are in the form of a web site ads. In many cases to find the approximate position for you it's necessary to explore the hidden market. What does it contain?



Maybe you know - most of the companies have a number of events - open doors, career days, LinkedIn & other social media profiles/pages, social events, etc. You can get to know each other in detail and find job opportunities. It is even possible to be a manager for one day and meet the real working environment.

Explore the hidden market to make it easier to find a job!

## **Get Rid of the Box**

### EU opportunities for youth

The EU offers a lot of opportunities for young people to encourage and to help them to achieve their goals.

Erasmus + is the name of the EU programme which purpose is to improve the skills and employability of young people as well as to foster advances in youth work at local, national and international level.

In this article you will read about most of the opportunities which the EU offers to the young people.

### **Student exchange programme**

Provides opportunities for students to study or to gain work experience in a different European country while studying in university. During the programme you have the opportunity to learn a new European language and the chance to experiment life in another culture.

Who can apply for the programme?

Both undergraduate and postgraduate students, studying any kind of subject in university, which supports the Erasmus programme.

Duration of the programme: 3-12 months after the first year of your university studies.

You can find more information on:

<https://www.lingoo.com/en/student-exchange-programs>

## **Youth exchange programme**

The youth exchange programme can be very useful and it gives you the opportunity to meet, live together and work on shared projects for short periods with people from different European countries. During the project you will participate in different

activities like workshops, seminars, debates, role-plays, exercises, etc.

In the end of the course you will receive a Youthpass certificate.

Who can apply? People between 13-30.

Duration: 5-21 days (excluding travelling time)

## **European Voluntary Service (EVS)**

EVS gives the chance to volunteer abroad to young people in Europe.

Who can apply?

Age: 17-30 years old

Duration: Up to 12 months in another European country while working in a non-profit organization.

## **European Solidarity Corps (ESC)**

New EU initiative which offers young people opportunities to show solidarity, express their commitment to the benefit of community and help resolve challenging situations across Europe.

It is pretty similar to EVS but you can volunteer not only abroad but also in your own country and the budget for ESC is much more than the one for EVS.

## **Erasmus Mundus programme**

Erasmus Mundus Joint Master Degree is an international study programme which is jointly delivered by an international consortium of universities. It is a scholarship programme which can be obtained by the best student

candidates. Other benefit is that the study must take place in at least 2 of the programme countries.

Conditions:

Only students who want to apply for a Master degree.

You must have a Bachelor Degree.

You can not apply if you have already received an Erasmus Mundus Master Course.

Duration: 60,90,120 ECTS credits.

The period of the programme is between 12 and 24 months.

### **Internships**

There is an online platform which helps you to find your internship in your field of study while you are studying in university.

Conditions: University student

Duration: varies; depends on the programme

### **Entrepreneurship Programme (Erasmus for Young Entrepreneurs)**

A cross-border programme, facilitating the exchange of entrepreneurial and management experience.

Location of the programme: Europe, USA (New York, Pennsylvania), Singapore, Israel

Conditions:

New entrepreneurs - people with a credible business plan or who have already started their business within the last 3 years

No age limit

No topic restrictions

More information on:

[ec.europa.eu](http://ec.europa.eu)

## **Online language courses**

There is an free online programme to learn a new language or to improve your language skills, funded by the EU.

Website: [Erasmusplusols.eu](http://Erasmusplusols.eu)

## **EURES (The European job mobility portal)**

EURES is an online platform which helps jobseekers to move abroad by finding jobs in Europe.

## **The EU provides a lot of scholarships for students.**

If you are interested in Bachelor, Master or Phd scholarships in Europe, you can visit the website below for more information.

[www.scholars4dev.com](http://www.scholars4dev.com)

Condition:

To be citizen of EU country

## **Au pair programme**

The Au pair is a cultural exchange programme.

Au pairs are young people taking a 6-12 months gap in their studies to improve their knowledge of language and culture.

In what consists the programme?

You go to another country for 6-12 months, they give you a host family and you like a member of this family, they cover you accomodation, food and give you pocket but you have to take care of their children.

Conditions:

Age: 18-30 years old

Hours on duty: Up to 30 hours per week

## **Erasmus Student Network (ESN)**

A non-profit international student organization which mission is to represent international students and provide opportunities for cultural understanding and self-development.

[www.esn.org](http://www.esn.org)

## **Ikigai**

“Ikigai”, this is a Japanese concept that means “a reason for being”, it's a job that you love, the world needs, you can be paid for and you are good at.”

This is the story of a young man who studied and worked in a variety of fields for around 10 years till he found his Ikigai. Here is the interview of his story and some tips that he shared with us for inspiration and motivation:

- **How you decided to make a Career Change?**

The answer is simple. I was not happy and fulfilled with my professional life. I worked in a variety of fields just to pay the bills and make some money. I felt that I don't offer something useful to the world, so my social impact was not as how I wanted to be. Most of the time I sold IT and Telco products and services.

- **Why you choose this profession?**

I was searching for a profession that would offer me high psychological benefits, I feel super happy when people share with me a positive feedback that I “touched” their lives in a way that they have the confidence & the resources and they are able to follow their dreams and have a happy life 24/7.

- **How you did your Career Change?**

I was searching a lot, I mean “A LOT”, I probably changed around 25+ jobs till I decided that this job is the perfect fit for me. From waiter to bank employee, from barista to second lieutenant, from sales person to fitness dance instructor and many more. I had the opportunity to join a sponsored training course for self-awareness, organized by a local private job portal company. This training was 30 hours and full of experts like Psychologists, Business Coaches, Career Coaches, Vocational Guidance Experts, NLP Trainers, Successful Entrepreneurs, CEOs, General Managers and many more! Full of tips and inspiration, we even taken psychometric tests like Personality Test, Skills Test, Professional Interests Tests, Learning Styles Test etc. After that training I took many more psychometric tests and I made a huge research just to be sure that I am in the right path. I discovered this job on that training and I feel grateful and super lucky that I had this mind blown opportunity.

- **Did you have any knowledge and experience for this job? How you became competitive to this field?**

I had knowledge through personal experience, some workshops that I have joined in the past and articles I had read. It was very limited. So I did my research for which is the best and fastest way to make the career change. The Master Degree in my city costs around 3500€ and lasts 2 years. I didn't have any money to pay for this degree and following my research the content was mostly outdated. I decided to search for alternative ways and I succeeded to earn a full scholarship 2500€ in value for an American Certification and 7500€ in value sponsored trainings by national and multinational Private Companies, Social Enterprises and NGOs. My education was 24/7 with 1000+ hours of 200+ trainings during 1 year! This is like 3 Master Degrees!

- **How you paid your bills during this process?**

Good question. I risked everything for this Career Change. That time I had a relationship, my partner didn't agree to do this change and she pushed me to find a job for paying the bills, following extra reasons I decided to broke up with her as I felt she was not a good partner for me. After that I needed to reduce all my costs so I moved to my parents home, I sold my car, I did something like garage sales (that means I sold a lot of my childhood stuff to vintage toys collectors), I

participated in Market Research, and I tried to find alternative and creative ways to earn money just to pay for my food and the very basic needs for a certain period of time. I even had days that I couldn't afford to pay for my food, so I asked help from friends, relatives or I joined events with food sponsors (that was a good idea!).

- **How you gained work experience?**

Fortunately, at the time I decided to make the career change there were a lot of NGOs that offered this kind of services to vulnerable people (refugees, asylum seekers, homeless, unemployed people, people with mental issues, disabilities etc.)

So I applied to join a Not for profit organization as a Volunteer and to offer my services to refugees and asylum seekers, mostly from Middle East and Africa. It was an amazing intercultural experience for me and I developed my personal and professional skills every day. I was part of a multicultural team of 25 people representing 10+ nationalities (Iran, Syria, Afghanistan, Iraq, France and more). I offered my services at least 8 hours per day, I also offered my services to 2 more NGOs, one more for refugees and asylum seekers and the other was an international organization with High Intelligent People 130+ IQ Score. During my volunteering work I offered 1-to-1 and group services to more than 500 people from 30+ countries. I also supported friends, relatives and other local people. That's how I got my 1<sup>st</sup> work experience.

- **What was the most difficult step?**

Well, this job is very new to my country and at most countries in Europe so the people usually know nothing about it. It was a risk that I need to make. Following my research on US & UK Job Market as well as Canada, Australia, Netherlands and other developed countries I realized that there are countless opportunities for this industry so I decided to took the risk and go "ALL-IN" on that job. Despite the above, money was the biggest challenge, as I already mentioned there were days that I didn't have money to buy some food.

- **How and why you decided to become an Entrepreneur?**

The last 10 years I worked as an employee at private companies with 9-5 jobs. During my research for the new job I discovered that most

companies were super small 2-5 people, or freelancers, and the most innovative were virtual companies (that means they work from wherever they like). I discovered that I have very creative skills but my creativity doesn't fit at a 9-5 job. There were days that I could work all day and other days that I could better work in the afternoon or even at night or weekends. Entrepreneurship is more flexible on that. I am also a Visual-Kinesthetic person, that means that I want to work to an environment that I really like, otherwise I cannot concentrate and offer my full potential. This is also possible with Entrepreneurship, especially if you are a Digital Nomad like me (that means that you work from your laptop and you only need electricity and internet, you can work from any part of the world you prefer). So I choose to become an Entrepreneur in order to be 100% happy with my professional life.

- **What would you share with the world?**

Go for it! If you are even 1% unhappy with your professional life, find a way to become 100% happy. There are a lot of opportunities, we live in the best period of humanity regarding available options, information, tools and many more. If you want to build your own business or study and you don't have money, remember: **"You don't need money, you need a better strategy!"** This is one of my favorite quotes, I heard it for the 1<sup>st</sup> time from one of my Entrepreneur-friends. I also want to share with you one more quote by Robert Kiyosaki **"The richest people in the world look for and build networks; everyone else looks for work."** I also want to point out this: Guys, don't listen to other people opinions! You can make a research for ideas, brainstorming, suggestions but don't let anyone control your life. You can listen to your parents, brothers, partners, teachers etc., but keep the pen of your life and write your own book! Get rid of the box, break the pattern, create your future!

# **Online Game**

Skills & Professions: Online Quiz Game - click here:

<https://play.kahoot.it/#/k/7462eed0-fd0e-49d3-b501-f7c9eb290e19>

# Video Message

Recycling video



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