



JOBS4YOUTH

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TIPS FOR THE BEST CV EVER

By Christian Berbecaru

When you are writing a CV, there are some steps that you really have to follow in order to create a perfect and catchy CV that could help you to obtain your interview and why not your dream job in the end.

Firstly, you should mention your personal and contact information (name, phone number and email address). Depending on your country and situation, you will need to add also a representative picture with yourself, your age or even the address. Don't specify anything about your personal stuff like your marital status, religious or political preferences because



it's not that relevant and sometimes you can be discriminated because of that. If you had gap years, it's better to keep this for yourself.

Next, you need to write something about your studies and education field in a reverse chronological order. If you recently finished your University and your grades were outstanding, you can mention them, otherwise not.

If it's the case, you will outline your experience in the working field, starting with the most recent one, but only if it's relevant to the job you apply for. You really have to mention your skills, achievements and responsibilities that you had or acquired during these job or in your life in general. About the references, you should say that these information is available upon request.

It's important to present facts using powerful word (achieved, managed, launched) and avoid personal opinions and believes. Of course, the spelling and typographical errors are not accepted.

Last but not the least, you should never lie in your CV, so just be honest about yourself and your real capacities.

HOW TO FIND OUT WHAT YOUR DREAM JOB IS

By Arianna D'Ascenzo

Which job suits me the most? What am I going to do after finishing my studies? How can I find out which job suits me the most?

These questions come out when approaching the world of work at the starting point of the professional life – or even before. Most of the time it's not easy to answer because it involves that you should know what you want and especially about your-self. That means a deep awareness about the capabilities you possess and if the latter are enough to reach the goals you set.

Sometimes youth underestimate the skills they possess and find difficult to identify what really make them happy, at least until they got randomly somewhere a source of inspiration at a certain stage of their life. The problem is that it could be too late, or, in other words, it could have been easier to know who you are and what you want as soon as possible.

That's why two things are important: to make experiences trying to overcome your “zone of comfort”, and, sometimes, taking some risks, after having balanced the pros and cons, if necessary. Moreover, it could be a plus to be helped by a proper guidance, like a career counsellor or a human resources consultant. Be aware that in most countries this service of counselling is provided for free by professionals through the Public Employment Service System.

First of all, start with your cv. To write down your personal and professional history brings you to think about that, to ask to your-self some questions, and to discover your strengths and weaknesses.

Don't worry if you don't have any work experience if you're very young, because the choices you've made, first of all about your path of studies, or your hobbies, if relevant, can tell about you more than you think, in terms of non-formal and transversal skills.

Second, make a list of jobs that you ideally would like to do and why you would choose them. Then, evaluate whether you have the formal skills (those you acquire basically through education and work experience) as well as the informal ones (that tell who you are as a person) in order to really do the jobs you've listed or not.

When you've chosen the best one for you, it's the time to make a plan!

The best thing to do is to point out what's missing to become what you want. For instance, you could find an internship in your field of interest, or to move for a while to another country if you feel you need to improve your foreign language skills.

A good idea could be to take a look at the opportunities provided through the European Union funds.

Last, don't forget that nothing is impossible if you have the patience and the will to achieve your goals!

WHY TO VOLUNTEER WITH EVS?

By Dominika Spišáková

If you are in your gap year, recently graduated or currently looking for a job, you should know about EU opportunities which can help you gain work or other experience.

One of the most successful programmes open for young people is European Voluntary Services (EVS). EVS is a rewarding and challenging experience which enables young people to learn and improve their skills while living in a foreign country and working in a non-profit or public organisation.



EVS last from 2 weeks up to 12 months and cover a wide range of fields, such as work with youth, culture, sports, arts, environment or work with children and people.

Volunteering is simply based on the idea of working and helping others while living abroad, meeting new people, learning new things and languages.

EVS is fully funded by the EU – for this reason, the most project take place in European cultures or other partner countries. EVS is unpaid, but volunteers are provided with free accommodation and food, as well as pocket money.

EVS offers a number of key benefits for career and future, which make it worth considering. It is not only a great way of gaining practical experience, volunteering can help young people stand out from the crowd and learn practical skills which will make them more attractive for employers.

Volunteering also gives people the opportunity to learn about themselves, about their interests, future and career. Moreover, it includes very important personal factors. Volunteering is not only about giving time to a worthy case, but also about doing a lot for yourself while helping others.

YOU GOT THAT DREAM JOB...NOW WHAT?

By María Calvo González

You have got to where other people could not. You overcame your fears, enhanced your skills and followed your dreams. You founded your own company or got that long-awaited dream job. But, unlike everybody thinks, the road is far from over.

The business world is evolving at such a fast pace, it will be extremely difficult to keep up if you don't embrace some simple tendencies.

First of all, go DIGITAL. How long has it been since you went to an actual travel agency to get your airplane tickets purchased? How long since you ordered something from a paper catalogue? Ages, right? We live in a digital era, where we expect to find everything we need online. We want our purchase to be safely delivered to our homes, too. If you get involved and implement your business so that your clients can find their way to a certain level online, you will be adapting to today's circumstances. This will help you save time and effort so that you can keep evolving and moving forward.



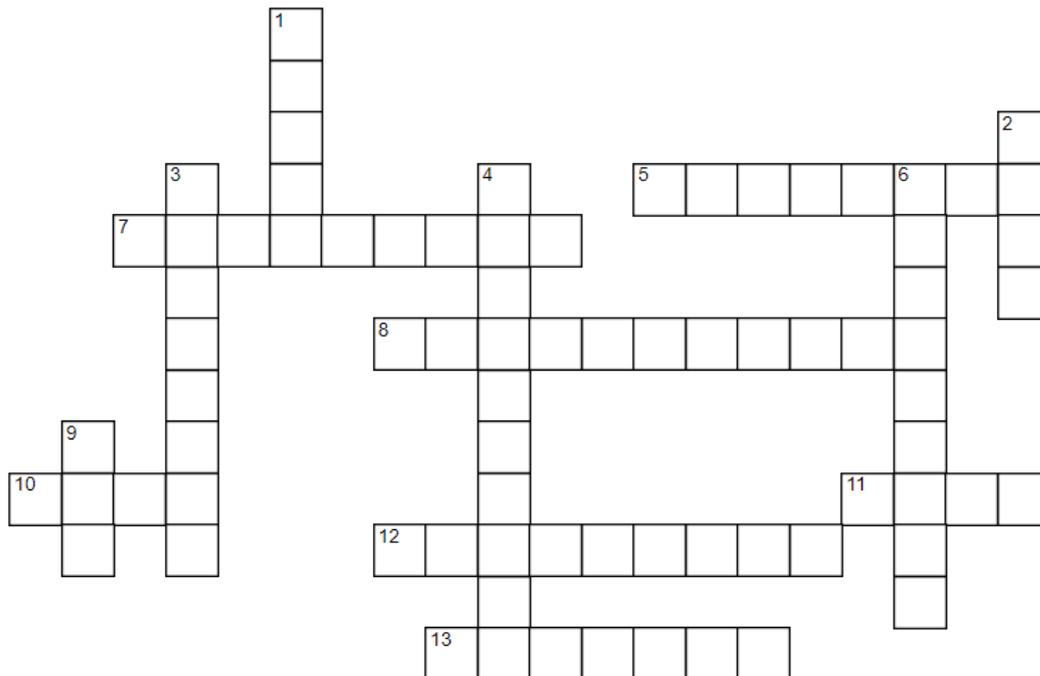
Secondly, and when possible, learn the time and effort-saving wonders of AI and machine learning. Just think of how much an automated chat box on your webpage would help you organise and resolve your clients needs in a more efficient way. This automated gadget would walk them through your website so that they can find all the information they are looking for in your own, but still feel they were helped by an assistant in a more traditional way.

Thirdly, keep READING. Keep updated. The business landscape is constantly changing and evolving and you must read and keep up to date on the change so that you do not miss anything out. Other business in your sector will be making an effort to be innovative and creating, so you must be aware of all the new steps they take. Be open to new trends to improve your business and don't be afraid to change.

To conclude, be empathic. Empathy is a great skill that makes us human, as opposite to machine. We are extremely demanding beings, but expect the services we ask for to be delivered in the nicest way by people we feel identified with. Clients will be more willing to trust your business if they trust you and feel understood. It will help you understand the market and know what your clients need before they even know themselves.

EURES

Get to know the European Employment Services!



ACROSS

- 5 A person or organization that employs people
- 7 A person who is unemployed and looking for a job
- 8 The process of finding and hiring the best qualified candidate for a job position
- 10 A young person who is not in education, employment or training
- 11 EU Programme for employment and social innovation
- 12 The assignment of a person to a suitable job
- 13 A group of similar parts that are interconnected and share the same objective

DOWN

- 1 Active Labour Market Policies
- 2 Private Employment Services
- 3 The ability to move freely and easily
- 4 An inter-EU job mobility scheme for jobseekers over the age of 35
- 6 An European recognition tool for non-formal learning
- 9 Public Employment Services