



# YOUTH COACH

Get the job you want

# 8

Do's & Don'ts  
When filling the CV



## What's next?



A quick look to the future after graduation

# YouthCoach

Magazine for innovators and entrepreneurs

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## HOW TO FIND YOUR DREAM JOB

### ➔ What skills do you need for that:



To find a job that fits you, gotta sell your skill and competences as good as you can, to prove to your possible boss that you are the right kind of person that he was looking for.

### ➔ Key competencies in an interview:



Key competencies are specific qualities that a company's recruiters have decided are desirable for employees to possess. During the interviews and assessment processes, key competencies are used as benchmarks that assessors use to rate and evaluate candidates.

### ➔ What a company is searching for:



A firm will usually isolate several key skills or core competencies to look for in candidates' interviews. You will be graded in terms of each competence based upon your answers to competency-based questions.



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## THE ACTUAL KEY SKILLS

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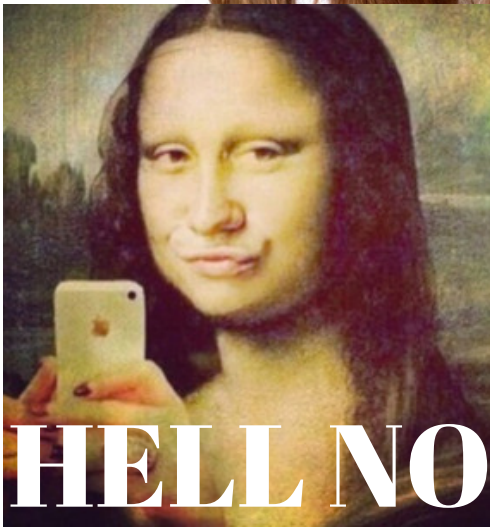
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Employers typically use some of the following as their key competencies:

- Team work
- Responsability
- Comitment to career
- Comercial awerness
- Career motivation
- Decision making
- Comunication
- Leadership
- Ethics
- Results orientation
- Problem solving
- Organisation



## #1 Pictures



**PRO TIP: Make sure your name is REALLY visible**



Continue reading at next page >

# 8 DO'S AND DON'TS WHEN FILLING YOUR CV

Nowadays, in order to find a job, it is essential to have a CV. But how can we know that we are filling it right or wrong? There are many traps in which we fall in when filling a CV and in this article we are going to give you some hints and also warnings about the things you SHOULD and SHOULD NOT include.

#1: If you are going to include a picture, make sure it is not a selfie (or at least not an obvious one). Keep it casual and simple.

#2: Be brief. Like REALLY. Imagine having to read over 100 different CVs over a day. Would you stand reading essays of 10 pages? We think not. And employers don't think that either.

#3: Add your achievements in reverse chronological order. Employers are interested in your recent experience and are more likely to hire someone with recent success. We can guarantee that your high school grade is not important if you have your PhD.

#3: Keep your CV clean and neat and tidy, and of course NOT hand-written. And don't underestimate this tip.

#4: Make sure you know to whom you are applying to and for which job. Unfortunately, most candidates are not actually aware of these and end up in jobs they don't know how to perform,

#5: Include your skills and competences, social acts and hobbies that are actually relevant to the job you are applying for.

#6: Don't lie. Just don't. If you don't know how to speak a language, then don't claim that you do.

#7: Be honest with yourself. You are the only person who really knows your potential and abilities.

#8: Don't state anything that can be used against you. Political opinions, religion, marital state, age, or even sex can be excluded from your CV.

By Anastasia Litka



# 6 THINGS ABOUT WORK ABROAD

Working abroad isn't only a great experience - It's a hard challenge. Below you will find some useful tips.

## #1 You must know all about a visas and work permits

Finding out what papers you will need to be able to legally work in another country and what you need to do to get these papers.

## #2 Consider how much time off you will have

All work and no travel can dampen the best adventure plans so make sure that you will have time to visit your family back.

## #3 Find out how to find a job and place to live

If you have your heart set on a specific city, research how easy it will be to find a job and place to live. Check how people commute and how that factor into your budget.

## #4 Research the cost of living vs. your salary

You must know how much money you will make each month. You will basically need to figure out how much money you will have left once all the monthly costs.

## #5 Learn about the country and its culture

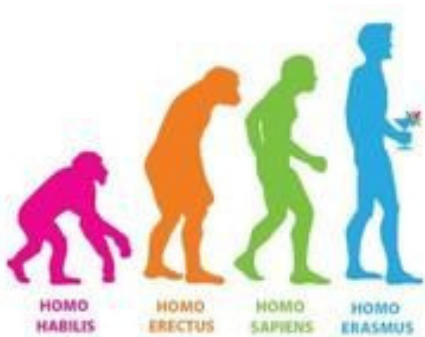
A good idea is to visit the future home and learn the manners before you move.

## #6 Study up on how to write CVs and cover letters

Learn all about the layout, content and formalities of writing a CV and cover letter for your country and industry.



# EU IS HERE FOR YOU



(ex)change your life!



Erasmus+ is the EU's new programme for boosting skills and employability through education, training, youth, and sport. Between 2014-2020 the programme will provide opportunities for over 4 million Europeans to study, train, gain work experience, and volunteer abroad. What does it involve?

Funding for youth activities under Erasmus+ aims to improve the key competences, skills and employability of young people, promote young people's social inclusion and well-being, and foster improvements in youth work and youth policy at local, national and international level.

Concretely in the field of youth, the Erasmus+ programme offers three main opportunities:

Key Action 1: mobility opportunities for young people and youth workers. Young people have the opportunity to participate in youth-exchanges or to volunteer for a period up to one year in another country. Youth workers can take part in training and networking activities abroad or spend some time in a youth organisation abroad for a job shadowing or an observation period.

Key Action 2: opportunities for cooperation for innovation and exchange of good practices. Organisations can apply for funding to work in partnership with organisations from other participating countries. The projects funded under this action will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries.

Key Action 3: opportunities to support policy reform. The Erasmus+ programme will fund strategic activities supporting policy reform across the EU. Funding opportunities in the field of youth under this action can take the form of meetings between young people and decision makers.

Who can take part?

Various opportunities are available under Erasmus+, including opportunities for young people (aged 13-30), youth organisations, and other stakeholders active in the field of

# QUIZ: PREPARING FUTURE JOBS

## TRUE OR FALSE?

1. Skills are only gained after starting to work
2. Internships are not part of preparing ourselves for future jobs
3. During the interview you should use body language
4. EURES is a program to learn entrepreneurship
5. Erasmus+ is a travelling agency
6. EU students can do internship in any other EU countries
7. CV is an important tool to get a job
8. You can send the same motivation letter to all companies
9. You can put your beach photos to your CV
10. Erasmus+, AISEC and some other student exchange programs are great tools to get prepared for the future jobs

## Answers

1. False
2. False
3. True
4. False
5. False
6. True
7. True
8. False
9. False
10. True

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**KENKYUSHA:**

**REMEMBER  
THAT YOU'RE  
NOT DOING IT  
FOR MONEY**

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