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**CRAFTING AN
EFFECTIVE CV**



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CRAFTING AN EFFECTIVE CV

One of the most critical parts for a job application would be of course having a perfect and flawless CV, which will further bring help you to get an interview.

The first things you would like to take care while writing your CV is to always and always tell the truth and to



avoid any unrealistic and false affirmations.

Furthermore, you should make sure that the CV you're creating is showing your personality and it's underlining the strengths and skills which are the most relevant for the job you're apply for. In other words, make sure that you have a good understanding of the job you're applying for so that you can create a CV which is related to the job requirements. Another important feature of the CV is its lengths, which normally shouldn't be more than 2 pages. Moreover, it should be very well presented, clearly and

carefully written and with a good structure.

Now, let's talk about the main parts of a CV which shouldn't be skipped from any Curriculum Vitae despite of the job you're applying for.

The main part of a CV after your name, which will be written in the left part of the page, will be your contact information like address, telephone, email etc.

After this introduction, we could continue with a small personality description (no more than 3 lines) which will create a small image of your passions, strengths and other character characteristics.

The next part will be either about your experience or about your education, the order of them being depended of the importance you attribute to them.

In the experience section make sure that you focused on what were your achievements from your previous work, what you've learned and what you've improved. Despite this, you should try to highlight the tasks or job positions that you took which are the most relevant for the workplace you want to get. For the education section, all the rules from the previous section should be applied and moreover, you would try to state your academic achievements, university, additional courses and so on.

Next section could be about your linguistic knowledge but be careful to be very specific and avoid measuring your language level by European Framework qualifications like A1, A2, B1, B2. Instead, you can measure your ability by stating if you're a fluent speaker, intermediate or advanced

In addition, you can also include a section for Additional Skills where you can add different extra abilities that you have like computer ones, marketing skills, management etc.

At the end of your CV, you can also include a part with Additional information where you can state your affiliations to different organisations, publications, different certifications that you obtained and so on.

Offering you a final tip for your CV, it would be very much advisable to also attach a Cover Letter when you send your Curriculum Vitae so that you can further describe your motivation and desire for the job you're applying for.

Benefits that EU gives You!

What opportunities does E.U. offer to its citizens and especially to the young people in order to increase their competences and as a result their employability?

A comprehensive list of some of these amazing European programs follows in order to motivate those interested for further research.

1/. Erasmus Studies

Under that program, university students are getting the opportunity to take a part of their courses into another European university while they get some grading for their living there. Erasmus studies are the most famous of all the European tools available for young students.

2/. Erasmus Placement

The Erasmus Placement Programme supports both students and graduates who carry out a work placement (training or internship) within European countries that take part in the programme. Their expenses are covered by European Commission through their universities.

3/. Eures

EURES is a cooperation network designed to facilitate the free movement of workers within the EU 28 countries plus Switzerland, Iceland, Liechtenstein and Norway.

Partners in the network may include Public Employment Services (PES), Private employment services (PRES), trade unions, employers' organisations and other relevant actors in the labour market. The partners provide information, placement and recruitment services to employers and jobseekers whereas the European and National Coordination Offices oversee the organisation of the activities at European and national level respectively.

Moreover, EURES has an important role to play in providing specific information and facilitate placements for the benefit of employers and frontier workers in European cross-border regions.

In practice EURES provides its services through the portal and through a human network of around 1000 EURES advisers that are in daily contact with jobseekers and employers across Europe.



4/. Erasmus for Young Entrepreneurs

Erasmus for Young Entrepreneurs is a cross-border exchange programme which gives new or going-to-be entrepreneurs the chance to learn from experienced entrepreneurs running small businesses in other Participating Countries.

The exchange of experience takes place during a stay with the experienced

entrepreneur, which helps the new entrepreneur acquire the skills needed to run a small firm.

The host benefits from fresh perspectives on his/her business and gets the opportunities to cooperate with foreign partners or learn about new markets.

The stay is partially funded by the European Union.

Whether you are a new or highly experienced entrepreneur, the programme can offer strong added value to your business: possible benefits include exchange of knowledge and experience, networking opportunities across Europe, new commercial relations or markets abroad.

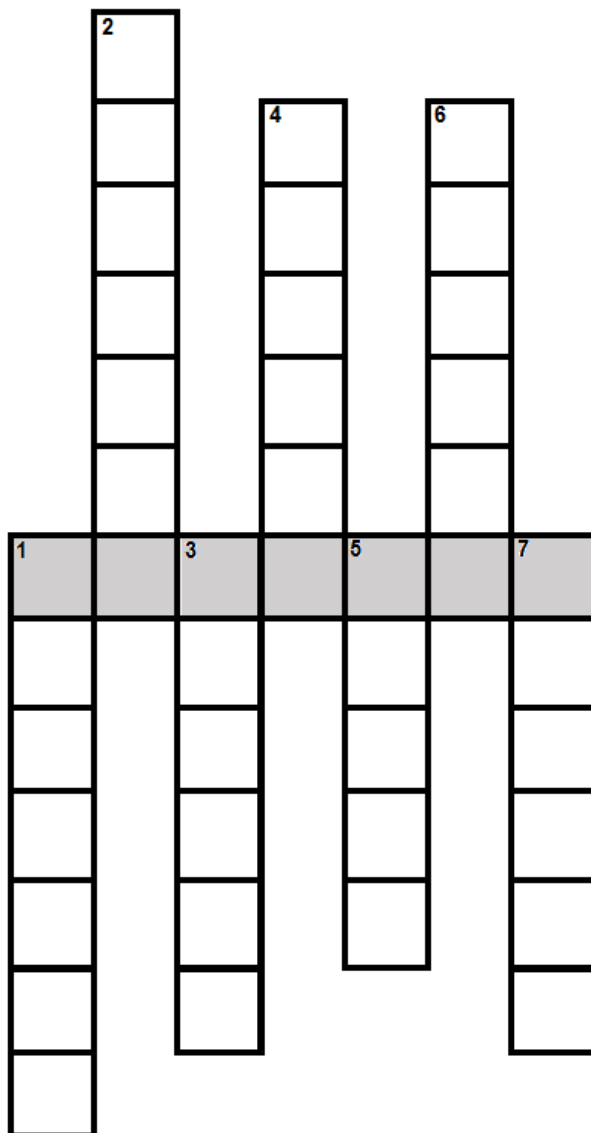
5/. Erasmus+

Youth exchanges, training courses and Seminars bring together groups of young mainly people from two or more countries, providing them with an opportunity to discuss and confront various themes while learning about each other's' countries and cultures; they help them learn new skills and improve your CV while European Commission covers the most of their total expenses.

6/. EVS

European Voluntary Service (falls under the Erasmus+ program) is a project that allows a young person (18–30 years) to work voluntarily in another country for a specified period, normally between 2–12 months. The provided activities can be, for example, in the field of environment, arts and culture, activities with children, young people or the elderly, heritage or sports and leisure activities. Each project has three partners, a volunteer, a sending organisation and a host organisation. The project has to take place in a country other than where the volunteers lives and the Commission covers the travel and other expenses while provides some pocket money for the voluntaries' necessary needs.

GAMES CORNER



1. Queen Elizabeth country of origin.
2. It can be rainy or sunny.
3. Outside your country. Going....
4. You need to take them at the end of a semester.
5. Tv, internet, and newspaper in general.
6. Game about filling numbers.
7. You receive it for your work.

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		5		9	4		
	9					2	7
				4		8	
	8		1		6		2
		2		7			
5		6					3
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	7	1					6

sources:

ec.europa.eu/programmes

www.erasmus-entrepreneurs.eu

www.skillsportal.co.za

ec.europa.eu

taisjaldy.com