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Today's students, tomorrow's employees

**BE YOURSELF, EVERYONE ELSE IS ALREADY TAKEN.**

Do's and Don'ts when writing a CV

**OPPORTUNITIES STRAIGHT AHEAD**

EU opportunities for youth to gain work and other experience

**INVEST IN YOUR FUTURE - EURES**

**SURVIVOR**

Tips and tricks when working abroad

“Be yourself, everyone else is already taken.”

What does a good cv contain?

How do I write a good CV?

Those are the questions that go through every mature person's mind when they finish their first semester on their first university year.

To give an appropriate answer to that question, one must go and ask employers or at least HR personnel at a major firm. However, such an adventurous survey would have way too much effort for its benefits, so instead, we went to the second best thing, the people who help students compile their CVs: the university professors.

We talked with professor in three different majors (PR, law and graphic design) and from what we managed to extract, we realized that there is no an „perfect formula“ that we can apply to any CV creation process that would result in improving it.

The three honoured experts gave us quite different answers.

## PROFESSIONALS' TOP TIPS

The PR professor gave us the following tips for spicing up the Curriculum Vitae: because PR is a „lose“ major, you can use more facts about yourself, including your hobbies and passions (you never know which one of your „secondary“ skills you might need in order to get the attention of your employer, to get and to keep your next job). Don't be afraid of making your CV longer as your activeness factor might directly elevate your chances to get chosen. Do not bother of using a standard CV format unless the employer asks for this, it is a part of your job requirement to be able to create and improvise, just be sure you didn't miss anything.



- The law professor was very formal with us. He explained that law and legislation are very strict, protocol based professions. There you need to be „by the book“ in anything that is formal including a CV. The way to get elected before other candidates is to have better qualifications. There are other aspects that you can focus on such as verbal and non-verbal communication (like charm or charisma), but qualifications always come first.

The art professor was quite extravagant, temperamental and excentric. He explained that in art, rules does not exist and one of the worst things you can do is to deliver a stale, standardised CV that in the „art world“ does not express yourself as an unique individual. When it comes to documentation, use a portfolio that has to be customied according to your style. If a CV is required, make your own format, designed by yourself. If you are to deliver the documentation yourself and/or undergo a job interview, make sure your entire appearance is customised to fit your work, your voice and accent, clothes, makeup (if the case), should have a personal touch. Don't create your style, live it!

Our meeting with the professors went quite productive, yet quite confusing at first. What we were able to summarize was that you can't trust any pieces of advice based on generalities. As your parents told you, „always do your homework“, applies even in writing a CV. Understand the nature of your major, the requirements in your field of work, the formatting of official documents and try to copy or imitate it.

# "Survivor"

So, you decided to work abroad? Whether you decided to bask into your adventurous side, decided you need a major change in your life or simply headed towards a pursuit of economic splendor, there are considerable „bumps on the road” in such endeavors.

For those of you who thought of this topic on a whim, we advise you to reconsider and for the rest we compiled a list of „Do's and Don'ts” when working in another country. For your convenience we split these tips in two general categories: „preparation” and „after arrival”.



## After arrival

Head towards searching for accommodation. It is good to make a fine list of targeted locations, but keep in mind the pictures on the online booking sites are often misleading and/or old. Once you choose a suitable place, check out how it connects to the public transport line or services. Once you are done with this, you can move on to search for a job. The general rule is „be willing to fill a need”. Even if a job has an aspect you are not confident in, be willing to give it a try. Show some enthusiasm and eagerness. When you get to the job interviews part try to learn some interesting facts about the host country and/or its history. You can use that as a good ice breaker and make a good first impression. When you get offered a contract make sure you read it carefully even the fine print. Ask if you do not understand completely and if you are still not 100 % sure ask about a day or 2 to decide. After you finally get a job do not forget about yourself. Your work life is not your only life. Start making friends either from your work, your neighbourhood or from anywhere else. It is best if the friends you make from your country, since it will avoid nostalgia or, at least, delay it.

Now that you have a job and friends, don't forget to keep one eye on your bank account. It is easy to fall on “automatic mode” and you will end up to spend more than you would like to, especially if you are earning more and/or you need to send money back home. And speaking on home, don't forget to keep in touch with the people and family back home. They will probably miss you as much as you miss them.

## Preparation

Learn about the destination country. The best way to distinguish between your idea of the country and its actual lifestyle is to take a trip there. However, regardless if you are able or unable to do that, take the time and effort to check the following things: if you need a visa or similar documentation (you are not going anywhere if you don't get your documentation in order, or you will have a very short and unsuccessful trip), bring your diplomas, certificates and other written and unwritten „trophy” (that might increase your chances of getting a job).

Also, don't forget to check your graduation documents because they are officially recognized by the institutions of the considered country. Make sure that you check if your job features the necessary insurance (especially the medical one). Don't forget to make copies of your essential documents (so you can take one with you and to leave one home). When everything checks out, try to learn the local language and if you know it, at least brush up on it and or other foreign languages (you never know what comes up as useful).

When it comes to a specific job in your country, a job with the same title and similar description might hold different responsibilities and different tasks. Don't be surprised if you are asked what you actually did at your previous job(s). At this point you should also check where your closest embassy is. Better be prepared even for the worst. Once the more important part of your research is done, you can check up on other aspects like having a backplan for work, talking to your previous employers and get in touch with old friends (having a backup can always be useful if your expectations are not met). While your previous employers' opinion can surely „tilt the scales” in your favor. Old friends can be a great asset to have if they are local (they can provide you with insights and other information that only locals know).

You can also do a brief research on the local media, see which name are the most trusted and check if their editors publish in a language you understand.

## Tips and tricks when working abroad

# "Opportunities straight ahead"

European Union is a unique institution, which not only offers travelling abroad without any passport, but it also can help you gain new skills, education or even find a „dream job“.

One of its greatest tools are EVS, EU internships, job shadowing and EURES.

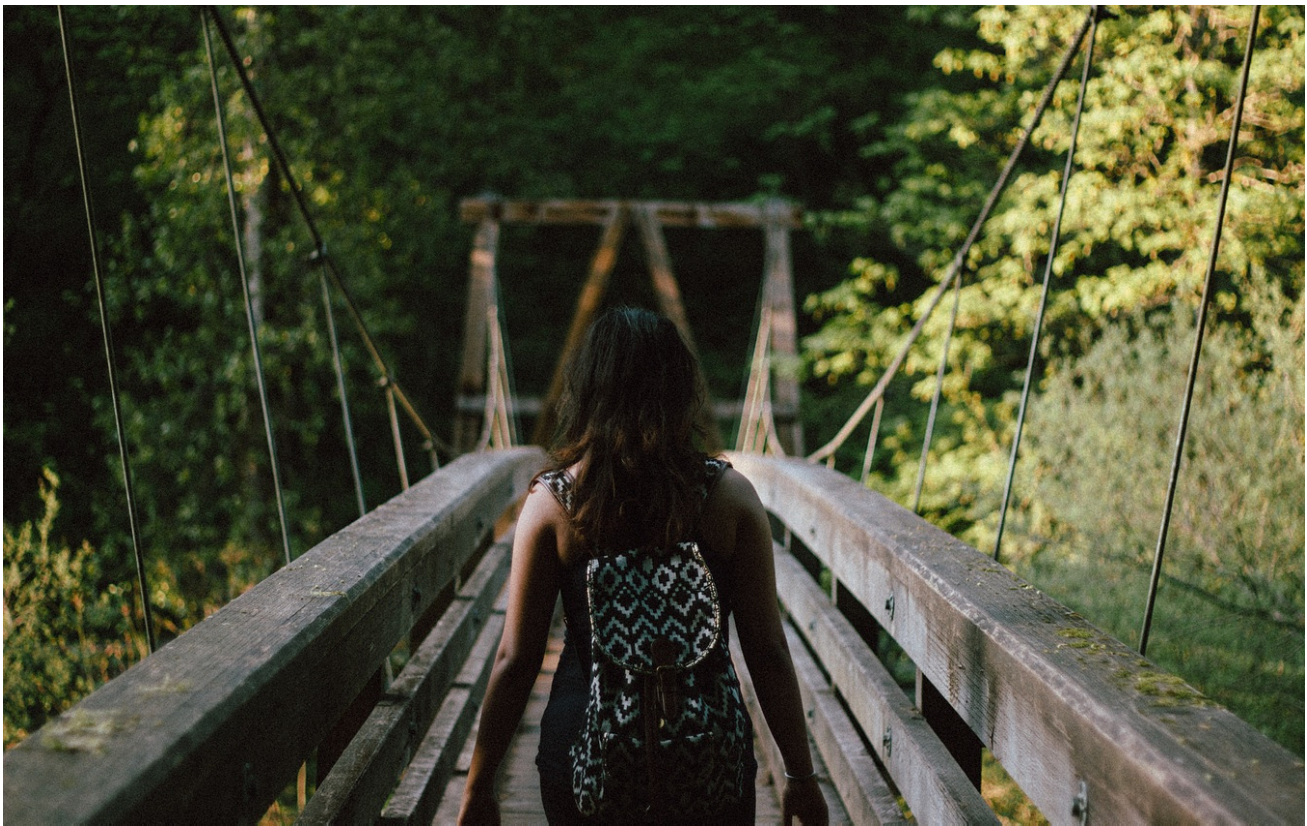
## EVS

EVS helps people in ages 17-30 to travel and live abroad, to participate in volunteering projects (and even outside of Europe). You don't get any salary but you don't have to worry about accommodation, transport, insurance and language courses. You can also decide which kind of organisation you want to support (for example, you can choose between youth work, cultural activities, social care and environmental protection. Most common EVS take from 3 to 12 months, but you can also find projects which take not longer than 2 weeks. EVS give you a chance to gain experience, meet new people and culture, develop your skills, help local community, but the most important, it gives you a lot of time!

## Internships

If you are a student, you can spend from 2 up to 12 months (per study cycle) abroad to conduct an internship in an enterprise or organisation where you have the possibility to develop special skills required to do your profession but also you can improve your English and understanding of the economic and social conditions of the country in which you are going to have an internship.

All you have to do in order to participate in this project is to apply to your university, prepare all the necessary documents and find a receiving company. More information you can find on [erasmusintern.org](http://erasmusintern.org).



## Job shadowing

Job shadowing is an opportunity for people above 18 years old to learn about a particular profession in a real company to see if it could be suitable enough for them. There are 3 types of job shadowing: observation- where you spend an agreed period only on observing the day to day work of the host. Regular briefings where the shadowee shadows the host for a specific activities for a period of a time.

Hands on, where shadowee starts to undertake some of the tasks of the host.

You can find more info on [www.jobshadow.com](http://www.jobshadow.com)

## EURES

EURES is an international network designed to facilitate the free movement of workers within the EU plus Switzerland, Norway, Liechtenstein and Iceland. EURES has some important role to play in providing specific information and facilitate placements for the benefit of employers and frontier workers in European plus 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 a daily contact with the job seekers and employers across Europe. More info on [ec.europa.eu/eures](http://ec.europa.eu/eures).

**Those four described above tools are only a few examples of opportunities which EU offers to its citizens, so all we have to do is to sit for a minute in quiet and think which of this services is the most suitable or needed to you.**

# "Invest in your future"

After you finished your studies- and you also finished celebrating this achievement over and over again- you may realize that finding the perfect job maybe at least as difficult as graduating. But if you think that no one can help you with that, you are wrong. Public Employment Services were created to do just that. They are the authorities that connect the job seekers and employers based on theory expectations and needs. So if you just graduated or you find yourself without a job, your first destination should be your local employment office. You may think: „but what if I don't want to work in my country?"

I have good news for you! The European Union grants all its citizens the rights of mobility, so they make it easy to work abroad but still inside the EU and they also protect your social security rights. How do they do that?

Through an organization called EURES. It's a cooperation network designed to facilitate free movement of workers in all the 28 countries of the EU and also in Switzerland, Iceland, Liechtenstein and Norway. The network is composed off the European Coordination Office (ECO) the National Coordination Offices (NCOs) and EURES partners. EURES provides its services through their portal and also through around 1 thousand EURES advisers- who help both employers and the job seekers.

It is beneficial for the employers because they have a better chance of finding the perfect candidate for the job if – instead of searching only in one specific country- they broaden the search in all EU countries.

For the job seekers the EURES advisers provide help to overcome possible administrative, legal of fiscal obstacle to mobility and they also offer guidance on the rights and obligations of workers. But if you are young you can get even more help than that. „ Your first EURES job" is an EU job mobility scheme to help young people find a job, traineeship or apprenticeship opportunity in another EEA country.



Its aim is to match hard to fill vacancies with young job seekers and people looking for job based trainings across Europe. They offer you financial support for an interview trip abroad and for training (e.g. language courses), they help with recognition of qualifications and with relocation expenses.

We hope you found this article useful and you will find a job of your dreams either at home or abroad.

# QUIZ

## What is your dream career?

This quiz will help you find out what kind of studies are the most suitable to you. In each question you can peak only one answer. Good luck!

- Which of these sentences represents you best?
  - I am good with numbers.
  - Other.
  - I am creative and enjoy making things.
  - I like helping others.
- You've signed up to volunteer during the weekend. Which of these jobs do you sign up for?
  - Help a non profit organization organise start-ups conference.
  - I don't care.
  - Help a local school with the new playground design.
  - Letter writing campaign for human rights.
- What section of the newspaper do you like to read (besides the Job Listings!)?
  - Business
  - Other
  - Health
  - Social
- Which of the following words do you think your friends would use to describe you?
  - Smart
  - Weird
  - Creative
  - Helpful, open
- Which of these brain teasers do you think you would do best at?
  - word find or sudoku
  - other
  - picture puzzles
  - memory game
- What do you like most about your current job?
  - I like that I have to solve business problems every day.
  - I like the salary
  - I like making something no one has ever made before.
  - I like helping people learn things.
- If you had to persuade a friend into doing something they didn't want to do, how would you do it?
  - I would explain the benefits and rationale.
  - It's up to them--do it or don't.
  - I would dazzle them with the pros.
  - I would persist and be positive.
- Your favourite class required:
  - Strong data base skills.
  - Baking supplies.
  - Paints and markers.
  - Strong negotiation skills.
- What would you rather do in your spare time?
  - Organise your closets or sth else.
  - Garden or home renovations
  - Daydreaming
  - Catch up with friends
- Which of these movies/series you like the most?
  - The wolf of Wall Street
  - Hannibal
  - Avatar
  - Suits
- What would you buy with your holiday bonus?
  - spare or invest the money
  - go out or order crazy stuff online
  - buy new art equipment
  - buy books or donate the money
- Which pet would you rather have?
  - lizard or shark
  - snake or spider
  - talkative parrot or monkey
  - dog or owl

### Most A

You have scientific mind. You are good in math and like economy. You should consider studies like: economy, finance, management, engineering.

### Most B

Although we tried we are still not able to tell you what kind of studies you should consider. Please solve more specified quizzes on our website.

### Most C

You are passion and creative. You are able to think outside the box. You prefer to express your feelings by art. You should consider art studies like: architecture, design, music.

### Most D

You love working with people. You have good communication skills and empathy and you like helping others. You should consider studies like: medical, public relations, law, social work, psychology.

# THANK YOU!!!



DORA ROTTER  
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PATRYCJA WIATR  
DÔRA JUDIT MAGYAR