
The Success Story
Special Article
Do's and Dont's on a CV
EU Opportunities for Youth to
gain work or other experince

What is a CV?

Curriculum Vitae: an outline of a person's educational and professional history, usually prepared for job applications *(L, lit.: the course of one's life).* **Another name for a CV is a *résumé*.**

A CV is the most flexible and convenient way to make applications. It conveys your personal details in the way that presents you in the best possible light. **A CV is a marketing document** in which you are marketing something: yourself! You need to "sell" your skills, abilities, qualifications and experience to employers. It can be used to make multiple applications to employers in a specific career area. For this reason, **many large graduate recruiters will not accept CVs** and instead use their own application form.

An **application form** is designed to bring out the essential information and personal qualities that the employer requires and does not allow you to gloss over your weaker points as a CV does. In addition, the time needed to fill out these forms is seen as a reflection of your commitment to the career.

There is no "one best way" to construct a CV; it is your document and can be structured as you wish within the basic framework below. It can be on paper or on-line or even on a T-shirt (a gimmicky approach that might work for "creative" jobs but not generally advised!).



What information should a CV include?

- **Personal details**

  Normally these would be your **name, address, date of birth** (although with age discrimination laws now in force this isn't essential), **telephone number and email.**
- **Education and qualifications**

  Your degree subject and university, plus A levels and GCSEs or equivalents. Mention grades unless poor!
- **Work experience**
- Use **action words** such as developed, planned and organised.
- **Try to relate the skills to the job.** A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would place a bit more more emphasis on persuading and negotiating skills.

- **Interests and achievements**

  Keep this section **short and to the point.** As you grow older, your employment record will take precedence and interests will typically diminish greatly in length and importance.

  Bullets can be used to separate interests into different types: sporting, creative etc.

  Don't use the old boring cliches here: "socialising with friends".

  Don't put many passive, solitary hobbies (reading, watching TV, stamp collecting) or you may be perceived as lacking people skills. If you do put these, then say what you read or watch: "*I particularly enjoy Dickens, for the vivid insights you get into life in Victorian times*".

Show a **range of interests** to avoid coming across as narrow : if everything centres around sport they may wonder if you could hold a conversation with a client who wasn't interested in sport.

Hobbies that are a little out of the ordinary can help you to stand out from the crowd: skydiving or mountaineering can show a sense of wanting to stretch yourself and an ability to rely on yourself in demanding situations

Any **interests relevant to the job** are worth mentioning: current affairs if you wish to be a journalist; a fantasy share portfolio such as Bullbearings if you want to work in finance.

Any **evidence of leadership** is important to mention: captain or coach of a sports team, course representative, chair of a student society, scout leader: "As captain of the school cricket team, I had to set a positive example, motivate and coach players and think on my feet when making bowling and field position changes, often in tense situations"

Anything showing evidence of **employability skills** such as team working, organising, planning, persuading, negotiating etc.

- **Skills**

  The usual ones to mention are **languages** (good conversational French, basic Spanish), **computing** (e.g. "good working knowledge of MS Access and Excel, plus basic web page design skills" and **driving** ("full current clean driving licence").

  If you are a **mature** candidate or have lots of relevant skills to offer, a **skills-based CV** may work for you

- **References**

  Many employers don't check references at the application stage so unless the vacancy specifically requests referees it's fine to omit this section completely if you are running short of space or to say "References are available on request."

  Normally two referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer (perhaps your last part-time or summer job). See our page on **Choosing and Using Referees** for more help with this.

  The **order** and the **emphasis** will depend on what you are applying for and what you have to offer. For example, the **example media CV** lists the candidate's relevant work experience first.

Opportunities for Youth Workers

What is the aim?

- Opportunities abroad allow youth workers to learn about cultural diversity and different practices in youth work in other countries. This experience helps youth workers to acquire new skills and to enhance their professional development.
- The organisations involved develop new learning methods, as well as long-term cooperation with their counterparts abroad.

What does Erasmus+ support?

- The following mobility opportunities are available across the EU, and to/from non-EU countries:
- Training and networking abroad;
- Job shadowing or periods in a youth organisation abroad.
- Funding is available for youth worker mobility from 2 days to 8 weeks.

Who can take part?

Opportunities are available for youth workers involved in the personal, educational and social development of young people.

- 140,000 youth workers are expected to benefit from mobility projects in the period 2014-2020.
- Benefits of work experience abroad
- Some people might wonder if there's any point heading to a new country to gain experience. 'All the skills I can gain from work experience in a foreign country I can gain here,' they might say. 'And what about the costs and logistics involved with moving abroad for months at a time?'

However, there is a whole host of benefits that these doubters seem to have failed to consider:

- Culture and community - working abroad shows your desire to get stuck in and work alongside local people, rather than stand back and take in the culture from afar while you drift through the country as a tourist.
- Sink or swim - demonstrate to potential employers that you can cope in a multicultural, multilingual working environment and produce great work in the process. Even if you go to work in an English-speaking country, employers will see that you can rise to the challenge and succeed despite being out of your comfort zone, away from your friends and family.
- Language skills - these are hugely valuable to employers and spending time abroad and working alongside non-English speakers will help them improve. Remember, though, that languages are most valuable alongside another specialism, so don't pin all your hopes of employment on your new-found linguistic finesse.
- Get up and go - moving abroad and finding work experience shows motivation, independence, maturity and adaptability - all extra ticks on your job application forms.
- Travel - this is usually a secondary motive for many people, but it is quite a nice bonus.

Your opportunities

- Internships - whether paid or unpaid - are a fantastic way to secure overseas work experience, and can be arranged with the help of a range of third-party organisations.
- However, internships can often be arranged directly through specific companies, no matter how large they are. For example the multinational company L'Oréal offers international internships to graduates in a range of different company departments. Internships last from three months to one year, to find out more see L'Oreal Internships and Apprenticeship .
- Working as a language assistant with The British Council or teaching English using a qualification is also extremely popular, especially as the jobs often bring with them a regular wage.
- There are plenty of opportunities to volunteer abroad too, regardless of where you want to go. Check out what's on offer through organisations like The European Voluntary Service (EVS) .

- Gap years also offer a chance to get some invaluable work experience overseas. Why not combine work and travel and take advantage of one of the many gap year opportunities available to young Britons?

- In a competitive job market, you may well find that expanding your horizons and gaining work experience abroad will help you reap the rewards in your future career.



STAFF MOBILITY

What's it about?

Erasmus+ is the EU programme for education, training, youth and sport. Many of the initiatives are based on opportunities for students and recent graduates, but funding is also available to help teachers, lecturers and non-academic staff develop their skills in schools, universities, colleges and adult education environments around Europe – through job shadowing, teaching and training activities.

It’s not only a great way to pick up new ideas and practices from a different education system, but it gives you the chance to build a relationship with that institution. Whether it’s two days or two months, Erasmus+ can help provide funding for the trip by contributing towards the cost of your travel and expenses.

Where can I go?

Erasmus+ covers 32 countries in Europe outside the UK: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, Macedonia, Liechtenstein, Iceland, Norway and Turkey.

If you work at a higher education institution the main requirement is that both your institution and the one you are planning to visit hold an Erasmus Charter for Higher Education (ECHE). There are currently around 200 ECHE registered colleges and universities across the UK, so it's worth checking with your institution.

Many schools make initial links using etwinning, before organising staff mobility activities. Visit the Erasmus+ website for more information on this. The School Education Gateway is also a new European Commission (EC) portal, launched in February 2015, to support schools in planning Erasmus+ projects, and finding staff development opportunities

How much funding will I get?

This will vary depending on where you want to visit and for how long.

How do I apply?

You cannot apply as an individual: applications are made at an organisational level.You can find a full list of upcoming deadline dates here or sign up to the Erasmus+ enewsletter to stay up to date with all the latest news.

When's the deadline?

The next deadline for applications is 11AM (UK time) on 2 Febrary 2016. Sign up to the Erasmus+ enewsletter to stay up to date with all the latest news.



ERASMUS +
ITS ALL ABOUTH YOUTH



- Gıorgı Zhezhov Edıtor
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