**Preparing to work abroad - Internship guide**

1. Carry out research to find a work placement.
2. Improve your business language skills.
3. **Apply for the internship:**

- CV/ Europass CV

- Letter of application

- Job interview

1. **Collect information about:**

- Country (cultural habits) where you are going to work

- Company

1. **Organize:**

* Passport/Visa
* Insurance
* Trip (flight etc.)
* Accommodation