

Preparing for Employment A Guidebook



Erasmus+



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Foreword

A Guidebook – Preparing for Employment with tips about job interview, covering letter and CV was produced within the Erasmus+ project Skills4life (2016-1-ES01-KA219-024933). It is a result of personal experience, knowledge and skills acquired from the project activities and researching the literature.



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About the project *Skills4life*

“Skills4life” addresses the problem of young unemployed people by focusing on transversal skills that are essential to make people “employable” and enable them to find a job not only in their own countries but also in the whole EU. The project also improves important basic competences like linguistic and digital competences.

“Skills4life” project intends to enhance the quality of expected learning outcomes by enriching Foreign languages, Entrepreneurship, Civic courses with innovative tools from the field of the ICT.

In this project we focus on supporting innovative activities that foster the assessment of transversal skills and that promote the use of Content and Language Integrated Learning or reciprocal learning to increase language competences among learners of all ages from various fields of education including those with migrant background.

The exchange of experiences and good practices, the learning activities, the workshops, the joint researches and studies, the educational visits and meetings as well as the actual students’ and teachers’ mobility will lead to an increase in the participation of learning and the motivation for learning, a higher level of education and a high lifelong learning perspective.

The partners of the project noticed that traditional schools are often not attractive enough to the students

(it is common pupils drop out of school early) , they do not prepare them for the challenges of 21st century in terms of life in general and in particular for the very demanding job market. This project offers them an open and innovative education – students and teachers also learn outside the classrooms, they use the technologies they already use in daily basis (it is a powerful way to support independent, enquiry-based learning and peer collaboration), students “become” teachers and vice versa, the family is also involved, learning is project-based as well is the motivation to achieve goals.

In this project we also pay attention to the teacher’s profession as the one which is in constant need of development, change. In “Skills4life” we support teachers to aim for high quality teaching, to deal with complex classroom realities and to adopt new methods and tools (by observing, comparing teaching in partners’ countries).



A Letter of Application / Covering Letter

For your future employer to invite you to a job interview, you need to write a letter of application first.

This can be done either by writing an email or sending the letter by mail. If your future boss is convinced by your letter, they might invite you to a personal talk. There are a couple of things to keep in mind when writing this important document.

- A formal writing style is the key to a good letter of application. Do not use any abbreviations and avoid “casual” English, i.e. colloquial expressions.
- Remember to use the correct salutation in your letter. A “Dear Sir or Madam,” is enough if you don’t know the recipient’s name.
- First, explain why you are writing, that you want the job and where you found out about the vacancy.
- The next section should provide an insight about your education. What school are you currently attending? When will you graduate? These questions should be answered to paint a closer picture about you.
- Write about your past experiences in the work field. The more experience you have, the better. Do not hesitate to go into detail. If you do not

have any work experience, do not mention this point in your letter of application.

- The following paragraph is about your personal skills. This can be difficult to write without sounding arrogant, so be careful to not cross this line when writing about yourself. Tell them the reason why you are the one who should get the job and why you think you are the most qualified.
- In your closing, state that you would be grateful to be offered a personal interview and are looking forward to getting a reply soon.
- End the letter with the phrase “Yours faithfully” (if there is no name in the salutation) or “Yours sincerely” (if there is a name given), sign with your name and optionally, refer to attachments if you have got any.



Sample Letter of Application

Blk 165A Punggol Central #14-151
Singapore 821165
68759176 (home)
98148568 (handphone)
wubokai@singnet.com.sg

Shaiah Shaaban
Education Outreach Officer
Wildlife Reserves Singapore
80 Mandai Lake Road
Singapore 729826

February 09, 2012

Dear Ms Shaaban,

I am writing to express my interest in an internship opportunity with Singapore Zoo. Wildlife Reserves Singapore (WRS) is a well known brand name in Singapore and the region, for most locals and tourist are sure to visit Jurong Bird Park, Night Safari or Singapore Zoo at least once in their lifetime. I discovered this internship opening while surfing through your company's website, whereby I was deeply impressed by WRS's numerous accolades, various pioneering initiatives and outstanding reputation.

I am currently in my second year of study at NUS, pursuing a bachelor's degree in Life Sciences with specialization in Environmental Biology. My fascination with nature and wildlife

stem from young, and I have been actively taking part in environmental-related activities to broaden my experiences outside the classroom, such as by becoming a museum and nature guide with the Raffles Museum of Biodiversity and Research. In addition, I am very passionate about educating and inspiring the younger generation, as can be seen from my extensive teaching and tutoring experiences. I believe that WRS's commitment to wildlife conservation and education outreach would be a perfect fit for my interests.

I am confident that the skills in presentation, planning and time-management I have developed through my work and volunteer stints, as well as in-depth biological knowledge, would put me in good stead to aid your company in conservation and research programs. Conversely, WRS's extensive background in regional conservation and innovative edutourism approach would provide me with invaluable learning opportunities. I believe that I have what it takes to succeed in WRS's exciting and motivated environment, and that my strong work ethic, passion and eagerness to learn would be a valuable asset to your company.

Thank you for your consideration. I look forward to hearing from you soon!

Yours Sincerely,

Wu Bokai

Curriculum Vitae (CV)

What is a CV?

A CV (Curriculum Vitae) is a document that outlines your entire academic history. It is used most often to apply for faculty positions at colleges and universities, for research-intensive positions at national labs or research institutes, and for fellowships, grants, or awards. It is also a personal marketing document used to sell yourself to prospective employers. It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you're the best person for the job.

What should a CV include?

Your CV should cover these elements:

Your details - Include your name, address, phone numbers and email address so any interested employers can contact you easily.

Information such as nationality, age and driving licence status are optional.



The standard structure of a good CV

Personal details. Your personal details are always on top of your CV

Studies. State all your relevant studies and courses that you have taken

Work experience

Knowledge of languages

Computer skills

Interests and other activities

How you should present your CV

To ensure you're painting yourself in the best light, you should always:

Keep it short and succinct – two sides of A4 will almost always suffice.

Choose a clear, professional font to ensure that your CV can be easily read.

Lay it out in a logical order, with sufficient spacing and clear section headings.

Order your experience and education in reverse chronological order to highlight your most recent experience and achievements.

Check your grammar and spelling thoroughly.

List of soft skills to include on a résumé:

Communication

Ability to Work Under Pressure

Decision Making

Time Management

Self-motivation

Conflict Resolution

Leadership

Adaptability



Here are 'CV clangers' to avoid that will help keep your CV IN the in-tray and OUT of the bin

Applying for a position for which you are not qualified

Providing irrelevant personal information

Burying important information

Spelling errors, typos and poor grammar

Unexplained gaps in employment

Lying or misleading information

A long CV

Badly formatted CV

Meaningless introductions



CURRICULUM VITAE

Name: Yianna Andreou

Address: Archaggelou 7,Nicosia

Date of Birth: 29/3/1993

Contact Details: (M) 99 923598 or (H) 25 678909

Email: yiannaandreou@gmail.com

Word Experience:

Period	Position	Company
July 2015- October 2015	IT support and administrator	Deloit
November 2015 - March 2016	Documents Pro- cessing	MTN
June- Present	Applications	Apple

Education:

- MSc Human Computer Interaction- The University of Nottingham Department of Computer Science GRADE: 9/10

Thesis on the Design of an Application to teach Social Interaction to People with Autism.

- BSc Computer Science-University of Cyprus Department of Computer Science- GRADE:8,5/10

Thesis on an Android Application which automatically announces the athlete's positions in any kind of races.

- Paliometochi Lyceum- Grade 19,5/20

Qualifications:

- Programming and reuse code of C and Java using the Eclipse tool
- Microsoft Manager Project tool for analysis and systems design
- Wireshark and Opnet
- Assembly through Pcsim tool
- SQLServer
- Dreamweaver tool including HTML and CSS
- SPSS Statistics tool
- UE4-Epic Games Launcher
- WinSCP, PuTTY, GrovePi Emulator (and sensors) and Python code for Raspberry PI
- Artcodes
- Wander/anywhere
- Degree at Pascal Programming (second level) from Cyprus Computer Society

Languages:

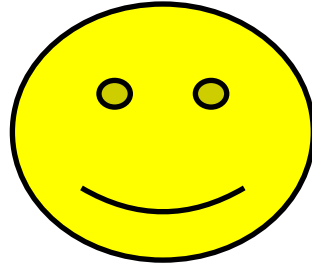
English	Excellent	IGCSE CAMBRIDGE—Grade C IELTS—Grade 6.5/9
French	Excellent	IGCSE CAMBRIDGE—Grade C
Russian	Very Good	1st Level

Job Interview

DOS & DON'TS TIPS

DOS

- Wear professional clothes
- Have a firm hand shake
- Keep eyes contact
- Smile
- Turn off your mobile phone
- Bring your resume
- Be confident
- Be on time
- Make research about the company
- Ask questions about the position
- Use professional vocabulary



DON'TS

- Don't wear too much make up
- Don't wear pop colours
- Don't smoke before
- Don't chew during
- Don't answer your mobile
- Don't be late
- Don't lie



Try this!

Some suggestions for you

You can also watch: <https://youtu.be/S1ucmfPOBV8>

You can also play:

<https://learningapps.org/display?v=p39w2o1et18>

<https://learningapps.org/display?v=pzvocvo3n18>

<https://learningapps.org/display?v=pwm77jxi318>

Europass

You can also consider using Europass (<https://europass.cedefop.europa.eu/>) - document templates which help you in formatting and composing your CV and cover letter.

Create your CV and cover letter online (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>), then save them as Europass PDF or Europass XML format and you can easily update them online at later stages with new information about your experience, qualifications and so on.



Schools participating in the project

Secondary School Guanarteme, Las Palmas de GC, Spain (<http://www3.gobiernodecanarias.org/medusa/edublogs/iesguanarteme/>)

Zespół Szkół w Karczmiskach, Karczmiska, Poland (<http://zskarczmiska.szkolnastrona.pl/>)

HTBLA Wolfsberg, Wolfsberg, Austria (<https://www.htl-wolfsberg.at/>)

Escola Profissional da Mealhada, Lda, Mealhada, Portugal (<https://epm.edu.pt/>)

Perifereiako Gymnasio Akakiou, Ακάκι Λευκωσία, Cyprus (<http://gym-akaki-lef.schools.ac.cy/>)

PROVENCE FORMATION, Marseille, France (<http://www.provence-formation.fr/>)

Srednja škola fra Andrije Kačića Miošića, Ploče, Croatia (<http://ss-fraandrijekacicamosica-ploce.skole.hr/>)