

HOW TO APPLY LOOKINGFOR A JOB?
WORKING IN EUROPE- SKILLS FOR SUCCESS
HAVE THE KEY!
ERASMUS +
2015-2017

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WORKING IN EUROPE - SKILLS FOR SUCCESS

Period: 2015-2017

Programme: Erasmus+ KA2

Partners:

- ✓ Berufskolleg Wirtschaft und Verwaltung Ahaus/ Germania - coordinator
- ✓ Colegiul Economic Buzău/ Romania
- ✓ Lycée Jules Mousseron/ Franța
- ✓ Profesionalna Gimnazia po Ikonomika "G.S.Rakovsky"/ Bulgaria
- ✓ Instituto de Enseñanza Secundaria Nosa Señora dos Ollos Grandes/ Spania
- ✓ EKONOMSKA SKOLA BRACA RADIC/ Croatia

In our project about the **WORKPLACE IN EUROPE**, we want to analyse the development of workplaces in Europe, proceeding from the examples of six participating countries, find out together what makes companies successful and enhance our students' chances of **SUCCESSFUL JOB APPLICATIONS** within the EU and beyond by identifying and practicing the **SKILLS REQUIRED**.

The project addresses one of the main **CHALLENGES** in most participating European countries - that of **YOUTH UNEMPLOYMENT**.

The OBJECTIVES:

- to make the young participants, our main target group, understand the impact of technological and other developments on the workplace
- to help them realize the necessity of keeping abreast of developments so as to qualify for a job in the modern world
- to help them improve their **DIGITAL COMPETENCES** through work on TwinSpace and other tools
- **LANGUAGE SKILLS**, especially in French and English, by communicating with each other in these languages
- **-INTERCULTURAL COMPETENCES** by getting to know rules of social conduct in other parts of Europe
- to develop their sense of self
- to reinforce their **EUROPEAN IDENTITY**, e.g. by making use of tools like **EUROPASS**
- to increase the young people's **MOBILITY** through meetings abroad
- to broaden their horizon towards other parts of Europe (East - West), to help them **OVERCOME PREJUDICES** and stereotypes
- to train young people's **ENTREPRENEURIAL SKILLS** by making them aware that a spirit of innovation is necessary
- to bring together the world of business and the world of secondary education by cooperating closely with associated business partners every school has, especially during the teaching/learning activities carried out.

Results:

- vocabulary booklets relating to jobs and to job applications,
- questionnaires for evaluation purposes,
- files about steps of creating a business and about criteria of successful companies,
- sheets for diagnosis of a company's prospects,
- an e-book with exercises to enhance professional skills
- a calendar of planned events
- brochures about our project for dissemination purposes
- a film in which students give advice for successful job application
- TwinSpace, facebook group, Facebook page

Main activities

FIRST YEAR: SUCCEEDING IN BUSINESS PAST AND PRESENT

FIRST PROJECT MEETING in Germany September 2015

THE FIRST LEARNING AND TEACHING ACTIVITY: France November 2015

THE SECOND LEARNING AND TEACHING ACTIVITY will take place in Croatia in Spring 2016.

THE SECOND PROJECT MEETING in Bulgaria in summer 2016

SECOND YEAR: SUCCESSFUL APPLICATION - SUCCESSFUL EMPLOYEES OF THE FUTURE

THE THIRD LEARNING AND TEACHING ACTIVITY will take place in Spain in fall 2016.

THE FOURTH LEARNING AND TEACHING ACTIVITY will take place in Germany in Spring 2017.

THE THIRD PROJECT MEETING will take place in Romania in early summer 2017.

The expected **impact** on the participating STUDENTS:

- a new type of economic thinking adequate to modern labour market conditions
- augmented self-confidence
- enhanced intercultural competence
- practice of creativity- and team skills
- enhanced awareness of working situations in Europe, of structural developments
- improved communicative skills in foreign languages
- motivation to acquire skills needed for the workplace of tomorrow
- insight into innovative entrepreneurship
- willingness to move within Europe (mobility)
- easier transition between school and the world of work

Participating TEACHERS:

- better understanding of the situation in the partner countries regarding work
- improved ICT skills through virtual cooperation and training during project meetings
- sharing innovative, motivating and effective teaching methods, e.g. to optimize the educational training firms
- developing teaching materials
- making education meaningful and enhancing its attractiveness in order to avoid students dropping out of school



JOB INTERVIEWS FOR OUR PROJECT „WORKING IN EUROPE – SKILLS FOR SUCCESS“

Annette Wilk, project coordinator
Berufskolleg Wirtschaft und Verwaltung (BWV) Ahaus

After working with our students on skills that were needed in the past and then concentrating on skills that are needed nowadays and how to cultivate them, we had the idea to prepare our students not only for the theory of their future workplace, but also make them face the demands of an application process on a European level in a practical way.

Applying for a job with the help of EUROPASS-documents and writing a CV and cover letter in English made them practice their language skills and also made them realize similarities with regard to application in other European countries.

In doing so, they also had to reflect on the individual skills and talents they already possess - and the ones that may have to be developed further.

In order to give this exercise more authenticity, we decided to present their applications to real entrepreneurs so that the students would get valuable feedback. But not only that: We also asked the entrepreneurs to carry out simulated job interviews so that students learn how to prepare for and how to behave in an interview situation and what to pay attention to during the application process.

In our school we have a group called “BMB” (= BWV means Business”). This group unites local companies with representatives from our school, students and some teachers, who meet regularly and discuss e.g. the requirements of the economy with regard to their employees/ trainees and the measures schools can take to respond to these requirements. The companies also help our students find work placements, at home or abroad, and prepare them for their job application in assessment centers and by carrying out mock application procedures, like the one we did during our project.

As helpful as these companies usually are, having to carry out the interviews in English frightened off some of them so that it was not very easy to find three entrepreneurs.

But the representatives from the companies that took part in the project (Frau Pietsch: *Kurt Pietsch GmbH & Co KG*; Frau Krebbers, *Volksbank Gronau-Ahaus eG*; Frau Göpel, *Shopware AG*) said they enjoyed the experience and welcomed the project as a very meaningful experience for all the participants. They carried out the interviews in a way that the students found encouraging and rewarding, and finally gave some valuable advice from their long-standing experience. The three ladies even decided to meet again outside the project to reflect on ways to prepare and to support trainees. Thus everybody profited from the experience.

After the interviews, the students wrote film scenarios that sum up what they learned about necessary skills for job interviews. The films that are made on the basis of these scenarios can serve to teach other students from our six schools the important things to keep in mind when applying for a job in Europe.

In this way it is assured that the effect of this phase of the project will be a sustainable one.

STEPS TO FOLLOW

- 1. Find informations about the company you want to work.**
- 2. Find as many informations as possible about the position you want.**
- 3. Write your CV.**
- 4. Write your intent letter special for the position you want.**
- 5. Send your Cv and your letter of intent.**
- 6. Be prepared for the interview that can have more steps: by phone, by Skype, face to face.**
- 7. Every step you make bring you closer to the position you dream!**

TIPS FROM ENTREPRENEURS

(Mrs Pietsch, Ms Göpel, Ms Krebbers) for successful application, Ahaus-mobility 28
March 2017

- When you are asked why you want that job, do not refer to your skills, but relate the questions to that particular job or line of business. Clearly state why you want **this** job with **this company** (also in motivation letter).
- A good question to ask at the end of the interview: “How can I develop within your company?”
- If asked where you see yourself in 5 or 10 years, also refer it to your professional development and to where you see yourself with that job
- When the interviewer greets you, repeat his/her name: “Good morning, Ms Göpel”
- In your cover letter, **do not translate** difficult qualifications. You can explain what they are in the interview.
- Know foreign **languages!!**
- Choose a job that makes you **happy!**
- Have a “clean **Facebook** - account!! The personnel manager will look at it!
- When you mention summer jobs, internships etc.: always give **examples**
- If you have any talent in **technology** – stick to it, it is the future. Girls are particularly sought!
- Emphasize any job experience you have. In the masses of CVs that personnel managers see every week, they only look for certain **key words** that are relevant in connection with the job offered.
- Show your personality
- Be authentic.



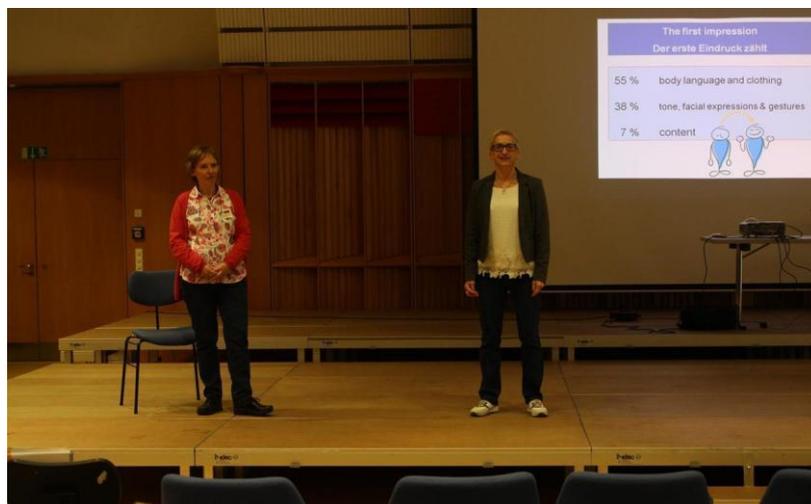
HOW TO BEHAVE IN PRIVATE AND BUSINESS CONTEXT (Sonja Hüls-seminar, Ahaus-mobility 29th March 2017)

Job interview:

- be **punctual**
- **smile** a lot, say please and thank you
- sneeze, cough or blow your nose with your **left hand**
- keep **eye contact**
- sit/stand up **straight**, **shoulders** back, **legs** a little apart, **hands** in front of your navel: a good body posture will give you security and also reflect self-confidence.
- wait for the **handshake** (only superior persons extend their hand)
- handshake should be **firm**, but not bone-crushing
- superior persons are: the boss, elder people, women
- **no** chewing gum!!
- speak **loud and clear** and slowly, especially when you say your name.
- the “superior person” **introduces** him/herself
- wear smart **clothes**, no jeans
- no mobile phone on the table
- the superior person goes up the **stairs** first, but down the stairs second!
- when holding open a **door**, walk through first and hold it at the other end
- do **small talk** like weather, hobbies, family matters, but avoid themes like politics, religion..
- no nonsense on **social media** pages!

Business dinner

- avoid “dangerous” food like spaghetti, fish or salads with dressing that can make a mess
- use the cutlery from the outside to the inside
- your wrists can be on the table, but not your elbows
- the fork goes to the mouth, not the other way round
- touch your wine glass only at the stem
- use your napkin to wipe your mouth every time before you drink
- the napkin is in your lap
- after the meal, it is folded and put to the left of the plate
- cutlery put at “twenty past eight” means you are taking a break
- cutlery put at “twenty past four” means you are done eating
- it is only allowed to eat with your fingers if a bowl of water for cleaning is supplied
- when slices of bread with dip as appetizers are served, break off little pieces of bread and put the dip on them, do not “sandwich” the whole slice



EXAMPLES OF CV AND LETTER OF INTENT VOLKSBANK

There are several European banks that operate under the name "Volksbank" (German for "people's bank").

There are also 1,099 independent local Volksbanken in Germany. They are completely separate from the Austrian Association of Volksbanken. Volksbanken are also known as VB (Volk is the German word for people) or as VR (Volksbanken Raiffeisenbanken). The German association is one of the world's largest financial conglomerates and is both larger and more important than the Austrian Association of Volksbanken.

The "Bundesverband der Deutschen Volksbanken und Raiffeisenbanken" (Federal Association of Volksbanken and Raiffeisenbanken) is a consortium of 1,099 independent credit unions, which represents the banks as Germany's largest banking group in several marketing affairs and as service partner Genossenschaftliche Finanzgruppe Volksbanken Raiffeisenbanken - Cooperative Financial Group.

The Genossenschaftliche Finanzgruppe is the only banking group which survived the financial crisis of 2007-08 without any state intervention. Former subsidiaries of Volksbank, have been sold to Sberbank of Russia.



Dear Sir or Madam,

APPLICATION FOR APPRENTICESHIP AS A BANK BUSINESS MANAGER

Further to the job advertisement I found on your homepage, I would like to submit my application for the above apprenticeship.

I am currently attending a Sixth-Form College specializing in Business Administration and expect to terminate it in 2019 with university entrance qualification. My main subjects, besides Business Studies, are English, Maths and Spanish. At the same time, within the frame of my school education, I receive training as a Foreign Language Correspondent Clerk in English and will terminate this training in 2019 with a Chamber of Commerce certificate.

Your bank is well-known in our area as a trustworthy and a successful business and therefore I would very much like to receive my training with you.

Being a full-time student, I do not have much relevant work experience. But as you can see from my enclosed CV, I helped out as a assistant in a coins/stamps shop for a week.

I do not really have any special IT skills, but I have a certificate for touch typing.

My command of English is quite good after 6 years of English at school (grade A). I also have attended an English boarding school for 2 years, where I got used to a different culture and people.

Further languages I have some knowledge of are Spanish as you can see from the Cv.

In my free time I enjoy doing a lot of sport. My favourite sport is handball, which takes up a lot of my free time. And it is really important for me, because of the team spirit and the excitement of the game. I am also member of the golf team in Ahaus. Furthermore I like reading fantasy and comedy novels in my spare time.

All in all I would describe myself as a friendly, open-minded, and sociable person, because I like helping people and I take an interest in to approach people. And I would very much enjoy the challenge of becoming part of your bank.

I enclose my CV and certified copies of my certificates. I shall be glad to provide names of referees upon request.

I would be grateful for the opportunity to present myself in an interview.

Looking forward to hearing from you in due course, I remain

Yours faithfully
Max Otto Pietsch



PERSONAL INFORMATION

Max Otto Pietsch

 Hindenburgallee, 48683 Ahaus (Germany)

 (+49) 173 6357587

 mopietsch@pietsch.de

JOB APPLIED FOR bank business management assistant

WORK EXPERIENCE

16 Jun 2016–21 Jun 2016 assistant in a coins/stamps shop

EDUCATION AND TRAINING

1 Aug 2016–1 June 2019 (expected) University entrance qualification / IHK-Examen
Berufskollege Wirtschaft und Verwaltung (Vocational College of Business Administration), Ahaus (Germany)

1 Apr 2014–30 Jul 2016 IGCSE
Uppingham School, Uppingham (United Kingdom)

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C1 | C1 | C1 | C1 | C1 |
| Spanish | B1 | B1 | B1 | B1 | B1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

[Common European Framework of Reference for Languages](#)

Organisational / managerial skills Sports trainer

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|------------------|------------------|------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Basic user | Independent user | Basic user | Basic user | Basic user |

[Digital competences - Self-assessment grid](#)

FRANCE/ Hurteau Elodie

Hurteau Elodie
17 years old
196 rue de Denain
59282 Douchy-les-Mines
Mobil: 06.99.98.05.39
e-mail: Laetitia.hurteau@hotmail.fr

Subject: Application for apprenticeship as a Assistant to Management of the business of the bank

Dear Sir, Madam

After reading your job offer as Assistant to management of the business of the bank. I would like to apply for this job.

Aged 17, I am currently preparing the Baccalauréat Science and Technology of Management in Denain, France.

I am studying several fields such as business management but also law and economics and especially accounting within private organizations.

I am interested in your training of 3 years since this would enable me to acquire a thorough knowledge of the management. Being a full-time student, I do not have so much relevant work experience but as you can see in my CV but the internship at the end of last year of middle school.

I've also skills in computer science (command of word, excel..) which could be an advantage for training. I have also a good command of English and Spanish (level A2).

During my free time, I like drawing which brings me a lot in terms of attention, precision in my work. I like also to read and listen to music.

All in all I would describe myself as rigorous and involved in my work, Sociable and interested, Listening others. person who would very much enjoy the challenge of becoming part of your bank.

I am at your disposal for any further information.
Please accept, dear Sir, my respectful greetings

Hurteau Elodie

ROMANIA/ Dobrisan Raluca

Dear Sir or Madam,

Further to the job advertisement, I would like to submit my application for the above apprenticeship.

I am interested in this apprenticeship because I think that it will help me to improve my communication skills, to expand my knowledge and to get better in the economical field. In the last year I participated in various projects which developed my communication skills and teamwork. The knowledge gained from these activities make me think I'm a good choice for this job.

I researched about your company and I must say that it would be a great privilege for me to work in such a successful company .

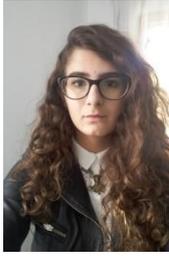
I studied English at school for 8 years so my command of English is quite good. All in all I would describe myself as a open-minded, sociable and responsible person and I would enjoy very much to be part of your company.

Attached to this letter I will send my CV in the hope that I have convinced you about my qualifications.

Your sincerely,
Dobrisan Mihaela-Raluca.



PERSONAL INFORMATION



Dobrisan Mihaela Raluca

Comuna Vernești, județul Buzău , România.

0768092820

raludobbri@yahoo.com

Sex : Female | Date of birth 30/09/2000 | Nationality Romanian

JOB APPLIED FOR POSITION
PREFERRED JOB STUDIES APPLIED FOR
PERSONAL STATEMENT

Volksbank Grounau-Ahaus

WORK EXPERIENCE

Replace with dates (from - to)

Results of school and extracurricular activities:

- 2016- Attended to my high school practice about economy;
- 2016-Participation in the project "Creative Nature To Live Together"
- 2016-Participation in the "Atelierul de creatie Boromir";
- 2016-Participation in the county math contest "Boris Capșa"
- 2016-Participation in the French math contest "Math-Moiselle"
- 2016-Participation in the math and accountancy "Matematica±Contabilitate"
- 2016- 1st Place –"Adolf Haimovici" county stage.

EDUCATION AND TRAINING

Replace with dates (from - to)

10th grade :Economic College Buzau

PERSONAL SKILLS

Mother tongue(s)
Other language(s)

Romanian

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------|--------------------|-------------------|---------|
| Listening | Reading | Spoken interaction | Spoken production | |
| English | C1 | C1 | B2 | B2 |

Communication skills

▪ good communication skills gained through my involvement in various projects

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|------------------|------------------|------------------|-----------------|
| Independent user | Independent user | Basic user | Independent user | Basic user |

Other skills

Creative, ambitious, persevering

ADDITIONAL INFORMATION

Publications

▪ "Creative Nature" – BE SMART 2016

CROATIA/ Luka Buljan

Luka Buljan

Stjepana Radića 65

31400 Đakovo

Croatia

luka.buljan3@gmail.com

15 March 2017

Volksbank Gronau-Ahaus eG

Neustraße 42, 48599 Gronau (Westfalen)

Germany

Dear Sir or Madam.

I am reaching out to you, as I heard over my teacher, you are searching for an bank business management assistant which caught my attention.

Currently I am in my senior year of high school with no work experience. But as a person who possesses team working and IT skills I think I am fully qualified to be a part of your team.

Rest of the information can be found in my CV which I hope you will have look at-

I look forward hearing from you.

Yours sincerely,

Luka Buljan

PERSONAL INFORMATION

Luka Buljan



📍 65, S.Radića, 31400, Kuševac, Đakovo, Croatia

☎ 00385 992161745

✉ luka.buljan3@gmail.com

Sex male | Date of birth 15/05/1998 | Nationality Croatian

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR PERSONAL STATEMENT

Bank Business Management Assistant

WORK EXPERIENCE

EDUCATION AND TRAINING

2013.-2017. Economist
Ekonomika škola Braća Radić Đakovo, Croatia
▪ Economy, accounting

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B2 |
| German | A1 | A1 | A1 | A1 | A1 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Throughout my high school which is revolving around communicational subjects and interaction with people I have developed communication, presentation and motivational skills that I acquired in the training programs. I've participated in various project's such as SHOOTIT and Working in Europe.

Organisational / managerial skills

As a very organised and resourceful person I am confident to say that I have major organisational and managerial skills. Throughout my high school I've learned a lot of motivational talking and management skills which I'm comfortable using.

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|------------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Proficient user | Independent user | Independent user | proficient user |

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)

Other skills

In the projects I was a part of I learned a lot of editing skills, such as video editing, photo and audio editing etc. Also presentational skills are a part of my skills as I use them almost every day for most of my subjects in school.

ANNEXES

With the Europass CV I am attaching a copy of the certificate of the first, second and third year of high school, a copy of the certificate Youthpass.



IMPRESSIONS OF STUDENTS

Luka Buljan, Croatia

The job interview was a really interesting experience and its going to be helpful in the near future. The interviewer was really nice and professional as it should be. I prepared for the interview for days ahead informing me about the company and their way of working. As the interview started I was a little bit nervous but as it continued I got more relaxed and it was easy finishing it. Some of the pros of such activities is that you gain experience for future job interviews. It is going to be easier for me and other students who participated in the interview to know what to expect and how to approach any kind of a job interview. My expectations were fulfilled as I didn't expect more or less of what happened on the interview. Never the less, I'm happy for having such an opportunity in my life and some day it is going to be more than usefull.

Max Otto Pietsch, Germany

How did I feel before the interview?

A bit nervous as I was the first to be interviewed. But as I was prepared well I was still feeling confident.

How did I prepare myself for the interview?

First of all I wrote down questions, which I wanted to ask the interviewer. I informed myself about the company; I got the information from the internet website. I also did a test interview before, which made me a lot more confident. I also looked up how to behave in a job interview.

How did I feel during the interview?

I felt good and confident, because I understood each of the interviewer's questions, which I was also able to answer. Due to my preparation I didn't need to think much about the answers. And I also had the feeling that I was successful during the interview and this took away my nervousness.

What did I learn from the interview?

I learned that it was not an artificial atmosphere but natural.

Conclusion:

When you show that you are really interested in the company and you prepare yourself well you have good chance to get the job.

Dobrişan Raluca, Romania

During the project "Working in Europe-Skills for success" I had an interview with a representative of Volksbank.

During the interview the employee asked us various questions and after she gave us some advice.

This experience has been very useful and now I feel more confident and I know that I will do very well in the case of a real interview. In my opinion, any student should get an education about preparing for an interview because this helped me a lot and it will always be of usefull to them .

Anyway, I'm glad that I had the opportunity to learn through this project how to successfully support an interview and I hope that more and more young people will get the chance that I received.

EXAMPLES OF CV AND LETTER OF INTENT SHOPWARE

SHOPWARE

At the tender age of 16, Stefan Hamann founds Hamann-Media GmbH as a classic internet agency. The schoolboy and technology buff is soon such a familiar figure in Schöppingen that he becomes a point of contact for every possible computer problem for most people in the village.

After the firm was founded, Stefan brings in his brother Sebastian, and his creativity has a crucial influence on the company. The brothers' different skills form the perfect symbiosis of technology and design.

It soon became clear that a professional sales person was needed to ensure further success. That was why they brought in a third managing director, Stefan Heyne, in 2007, to create the structures for an effective sales department. Though Shopware has also continued to develop through the years, the crucial aspects have remained the same. Even today, all three founders determine the course of the company and so continue to embody Shopware's core values: openness, authenticity and vision.



BULGARIA/ Michael Todorov

Shopware AG Team
Hiring Manager
Ebbinghoff 10
48624 Schoepingen
Germany
12th of March 2017

Dear Shopware AG Team,

I am a recent graduate of High school of Economics, and I was very excited to see your advert for a free position as a Management Assistant in IT-systems. This is exactly the sort of role that I am currently looking for and at which I am confident that I will excel.

I am a creative thinker who has the ability to be a leader and execute fun and engaging ideas that capture people's attention.

I come to you as someone who has the qualifications, experience and the future potential that you're looking for in a candidate. With over one year's experience of working for a company that creates and develops marketing content for use over the internet, I am confident that I can exceed all of your expectations of me.

Your company has many meaningful career opportunities for the best and the brightest, and I am eager to become part of your ambitious organization. I would like to schedule an appointment with you as regards an interview, and would be grateful if you would contact me at your convenience to arrange one.

Thank you for taking the time to review my application.

Yours sincerely,

Michael Todorov
12 Lyben Kravelov Street, Yambol
(+359)894349161
Mihaeltodorov71@gmail.com



PERSONAL INFORMATION

Nikola Todorov

📍 3a Vihren, 8600 Yambol (Bulgaria)

📞 0889070701

✉ niksun.tt@gmail.com

Sex Male | Date of birth 15/08/2000 | Nationality Bulgarian

JOB APPLIED FOR Computer assistant

WORK EXPERIENCE

01/07/2016–14/07/2016 **Waiter**
 Nikola, Yambol (Bulgaria)
 -customer services
 -fulfillment orders politely and blandly.

EDUCATION AND TRAINING

15/09/2007–Present
 Professional High School of Economics, Yambol (Bulgaria)
 -English, Maths, Accounting, Informatics.

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B1 | B1 | B1 | B1 | B1 |

Cambridge English Entry Level Certificate in ESOL International B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

[Common European Framework of Reference for Languages](#)

Communication skills
 -good communication in work environment learned through my business communications lessons
 -good contact skills with children gained through my experience as football and volleyball player.

Organisational / managerial skills
 - good leadership skills (chairman in my class and vice-president in school parliament).

Job-related skills
 - good teamwork skills gained through playing in the football and volleyball teams.
 -fast learning and adapting through the process of working.

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Independent user | Independent user | Independent user | Independent user |

[Digital competences - Self-assessment grid](#)

SPAIN/ Joel López Jorge

Joel López Jorge

📍 Avda.Ramón Ferreiro, 27002 Lugo (Spain)

☎ 982870012 ✉ ies.nosaseñora.ollosgrandes@eduxunta.es

Shopware AG (www.shopware.de)

Ahaus

Germany

Lugo, 22 February 2017

Applying for the vacant job

Hello my name is Joel López Jorge and I am interested for accepted this vacant job since I can contribute great things to this company.

I am particularly interested in this opportunity to be able to continue advancing in my studies and to be able to go deeper into this field of study.

I think that is a great opportunity to improve my digital competence and increase my knowledge in technological field.

I hope that the receiving company values my request for entry to this.

I appreciate your attention and consideration.

Sincerely,

Joel López Jorge



PERSONAL INFORMATION



Joel López Jorge

📍 Avda. Ramón Ferreiro, 27002 Lugo (Spain)

☎ 982870012

✉ ies.nosaseñora.ollosgrandes@eduxunta.es

🌐 www.iesollosgrandes.org

Sex Male | Date of birth 12/12/2001 | Nationality Spanish

JOB APPLIED FOR

Apprenticeship as a Management assistant in IT-systems

WORK EXPERIENCE

21/09/2016–Present

Teaching professional

Joel López Jorge, Lugo (Spain)

Basic knowledge in HTML thanks to my training in various computer courses and thanks to my basic knowledge in programming and web page design

EDUCATION AND TRAINING

05/09/2004–Present

EQF level 5

CEIP ANEXA / IES NOSA SEÑORA DOS OLLOS GRANDES, Lugo (Spain)

PERSONAL SKILLS

Mother tongue(s)

Spanish

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| German | A2 | A2 | A1 | A1 | A1 |
| English | B2 | B1 | B1 | B1 | B1 |
| Galician | C2 | C2 | C2 | C2 | C2 |
| Spanish | C2 | C2 | C2 | C2 | C2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

[Common European Framework of Reference for Languages](#)

Communication skills

I have acquired good competences exercising the tasks described in the previous pages. Also, I have acquired organizational skills, teamwork and capacity of concentration thanks to my last works helping people in other assignments as forced me to be in contact with other people

Organisational / managerial skills

- Good communications skills
- Well developed organization techniques
- Wide availability of time

Job-related skills

- One year attended to impart class (Physics and Maths)
- Year attended in Informatic (Keyboard Skill)
- Two year attended in Informatic

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|------------------|------------------|------------------|------------------|
| Independent user | Independent user | Independent user | Independent user | Independent user |

[Digital competences - Self-assessment grid](#)

January 23rd, 2017

Buzau, Romania

To Shopware AG

With this letter, I would like to express my interest in the job that you are offering.

I am currently enrolled at Colegiul Economic Buzau in the 9th grade (9H), studying Tourism and Alimentation. I was delighted to find the opportunity to be a part of such a renowned team as the one of Shopware AG'. I have decided to apply for this programme because I am sure it would strongly enrich my future studies and help me in my prospective career. Moreover, I consider this job as a great opportunity to enlarge my vision upon teamwork and seriosity. Last, but not least, I am very curious about how things work in this company. I will definetely consider it to be my main focus if I get to be accepted into the company.

I have previously been in countries like Austria, Czech Republic, Hungaria and Bulgaria with the hockey teams that I was part of and I have been doing this for ten years for now. I can easily adapt to changes, challanges and interculturality, but more important, I consider myself a great team player and a supportive colleague. I like to get involved in projects that get me creative, especially if I have to exercise my English language skills. I'm always punctual and ready to learn and do new things.

I would very much like to be accepted in the Shopware AG team. This would give me a chance to deepen my knowledge about the realities that this company has to offer. Furthermore I could improve my English. Moreover, I am confident that my experience with you would be extremely exciting, fun, and valuable for both my studies and overall general development.

Thank you for considering my request. I look forward to your positive response.

Yours faithfully,
Cezar Florian Radu

PERSONAL INFORMATION

Cezar Florian Radu



Colonel Buzoianu Street, No. 65B, Buzau, Romania
0769/334.940
radu.cezar10@yahoo.com

Sex M | Date of birth 13/12/2000 | Nationality Romanian

JOB APPLIED FOR POSITION

Management assistant in IT-systems at 'Shopware AG'

EDUCATION AND TRAINING
2012 - 2016

Liceul Pedagogic "Spiru Haret", Buzau Gymnasium (Classes V-VIII)

PERSONAL SKILLS

Mother tongue(s)
English

Romanian

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|----|----------|----|---------|
| C1 | C1 | C1 | C1 | C1 |
| B2 | B2 | B2 | B2 | B2 |

French
Skills

- Team work
- Communication
- Seriosity
- Flexibility
- Capacity to assimilate new information
- Leadership
- Analytical
- Open-mindedness
- Interculturality

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|---------------|------------------|------------|-----------------|
| Proficient | Proficient | Proficient | Proficient | Proficient |

- Office Word
- Office Powerpoint
- Office Excel
- Photoshop
- MovieMaker

ADDITIONAL INFORMATION

Projects and Competitions

- Diploma Easter Hockey Cup / Cehia, 2012
- Mențiune in Concursul de Biciclete / Asociatia Cadrelor Militare, 2014
- Mențiune in Concursul de Comunicare si Ortografie / Asociatia Inteligent, 2014
- Diploma in cadrul Turneului "Pucul Magic" / Ice Magic, 2013
- Mențiune in Cupa Spiru Haret (Sah) / Liceul Pedagogic Buzau, 2013
- Diploma in Concursul Cangurul (Matematica) / Cangurul, 2013
- Diploma in Cangurul Lingvist (Engleza) / Cangurul, 2013
- Mențiune in Evaluare in Educatie (Matematica) / MECTS, 2013
- Diploma in Concursul de Matematica / SMART, 2012
- Diploma in Concursul de Cultura Generala / SMART, 2012
- Diploma in Concursul de limba romana / COMPER, 2011
- Diploma in Concursul de Matematica / COMPER, 2011
- Diploma de Onoare in Activitati Sportive / Liceul Pedagogic Spiru Haret Buzau, 2012
- Diploma in Cupa "Omul de Zapada" / ANST, 2011
- Diploma in Concursul National de Judo / Focsani, 2011
- Diploma in Concursul National de Matematica / SMART, 2010
- Diploma in Concursul de Limba Romana / COMPER, 2011
- Diploma in Concursul Cangurul (Matematica) / Cangurul, 011
- Diploma in Evaluare in Educatie (Matematica) / MECTS, 2011
- Diploma in Concursul National Media Kinder / 2010
- Diploma in Evaluare in Educatie (Lb.Romana) / MECTS, 2010
- Diploma in Concursul Cangurul (Matematica) / Cangurul, 2009
- Mențiune in Cupa Tomovici / Suceava, 2009
- Diploma in activitatea "Exercitiul National Recuperatorul 08" / Fortele Aeriene Romane, Boboc, 2009



CROATIA/ Viktorija Corluka

Viktorija Ćorluka

J. Matasovica 1

35210 Vrpolje

Cell: +385 99 760 6658

viktorijacorluka69@gmail.com

11. March 2017.

Shopware AG

Ebbinghoff 10

48624 Schoeppingen

Germany

Dear Sir or Madam,

I wish to apply for the position of management assistant in IT systems.

I am 18 yeras old and participating in school project that is how I found out for this job interview. I am very interested in working in the company Shopware AG.

I have no work experience and therefore I hope that you will give me a chance to gain one. I am reliable and I like to work hard. I think you would find me a valuable worker.

More detailed information is provided in the CV.

I look foward to hearing from you.

Sincerely yours

Viktorija Corluka



PERSONAL INFORMATION



Viktorija Ćorluka

1, Josip Matasovic, Vrpolje, 35210, Croatia

+38598670865

viktorijacorluka69@gmail.com

<https://www.facebook.com/profile.php?id=100011341479100>

Sex Female | Date of birth 19/10/1998 | Nationality Croatian

JOB APPLIED FOR POSITION
PREFERRED JOB STUDIES APPLIED FOR
PERSONAL STATEMENT

Management assistant in IT systems

WORK EXPERIENCE

none

EDUCATION AND TRAINING
01.09.2013. – 19.05.2017

Economist

Economic School "Braća Radić" Djakovo

PERSONAL SKILLS

Communication, persistence, team work, innovation, good time management.

Mother tongue(s) Croatian

Other language(s)

English language

| | UNDERSTANDING | | SPEAKING | | WRITING |
|--|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English language | B2 | B2 | B2 | B2 | B2 |
| Replace with name of language certificate. Enter level if known. | | | | | |

Communication skills
Organisational / managerial skills
Job-related skills
Digital competence

- Good communication skills gained in my free time
- Management (Team Leader of the project " Working in Europe skills for succes")

-

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|------------------|------------------|------------------|------------------|
| Independent user | Independent user | Independent user | Independent user | Independent user |

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired.

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer
 - none

Driving licence

ADDITIONAL INFORMATION

Presentations

Projects

Citations

Certifications

Very good presentation production

Working in Europe skills for success, Let's make friends

"Work ! Only in his works one can discover themselves" Ruckeret

Working in Europe Skills for success

ANNEXES

Replace with list of documents annexed to your CV.

- copies of degrees
- certificates of various school projects



IMPRESSIONS OF STUDENTS

Viktorija Corluka, Croatia

Working in Europe is a project where young people like me learn about professional and business skills, and how to do their job in the right way. Last week the project was in Germany in a small town called Ahaus. There we had a simulation of an job interview and 2 persons per country were chosen to participate in two different interviews. So my classmate and I were chosen to do it. I don't know how he felt but I was really scared and nervous. I got the company Shopware A.G. so I studied about their history and the line of work they do. When it was my turn to do the interview, at the beginning I was insecure and scared, but after a few minutes I got more confident and my voice got more stronger. At the end everything worked out just fine and I'm proud to say that my classmate and I won. I really wanted to do my teachers proud and let them know that they did a really good job in school. Because they thought me how to do things in the business world right. This interview was a really good idea because now we learned how to do it in a proper way, and also we learned what soureds of questions we can expect from the interviewer's. And that's great for us because now we have more experience than other people our age have, and also this will help us a lot in the future.

Radu Cezar, Romania

Hello, I am *Cezar Radu* and I am from *Buzau, Romania*. At the moment I am a *freshman* at *Colegiul Economic Buzau* and the specification that I am assigned for is *Turism and Alimentation*.

I and my colleague, *Radu Popa*, we were in the same room with the interviewer, *Miss Gopel*. The interview starts with a *confusion* between me and Radu, because of the similarity of our names. After all, I was interviewed by Miss Gopel too and I can say that I had *experienced* a lot of emotions at that time. She asked me questions from my *Curriculum Vitae* and I have tried to answer them as good as possible. Miss Gopel asked me about *Shopware*, what did I knew about the *founders of the Company* and when was it *formed*. At the *end* of the interview, she gave me the chance to *ask a question* about Shopware.

Luckly, the interview went well for me, even if I wasn't prepared like the others. I can say that I wasn't in my comfort-zone at the moment, because all the time I was worrying and thinking about the best answers that I can give to the interviewer, but it wasn't necessary to do that.

Mihael Todorov – 16 years from Profesionalna gimnazia po iekonomika “G.S.Rakovski” Yambol, Bulgaria

The interview that i got the chance to participate in was very important for me. It helped me realize how such a process should go on.Thanks to it I learned what manners a potential employee should have.The interview also gave me a head start.And when the time for an actual interview comes I'll know exactly how everything should go.That way I can make a good impression,which will be in favor at the end.

Vasilena Georgieva – 17 years from Profesionalna gimnazia po iekonomika “G.S.Rakovski” Yambol, Bulgaria

Joel López Jorge

In my opinion this interview has been very useful for improving my my speaking skills so I can avoid shyness at the moment of speaking. I think I did a good interview, with a good rhythm in the speech and with good answers facing the interviewer. I certainly believe that this experience will allow me to learn and improve in the future and be able to make a better interview in real life. Undoubtedly, I am very grateful for the opportunity and very proud to have been part of this project of labor insertion

EXAMPLES OF CV AND LETTER OF INTENT PIETSCH

PIETSCH

As a family business, we have the claim: "Meet everyone the way you want him to meet you". This ambition is also reflected in our corporate philosophy with the two poles "human maturity" and "professional professionalism".

Our success is based on these characteristics. The double point in our logo reflects these two features again.

Our philosophy serves as a guide and as a benchmark for our behavior and has always been a sign of our company's significance. We measure ourselves and let us measure ourselves.

"We are open, honest, fair, reliable"

Our customer relationship

Dealing with information

Demand for quality

"We are consistent"

The company group Pietsch is one of the leading wholesalers of the sanitary, heating, environmental, ventilation and roofing industry in Germany and consists of the following companies:

Kurt Pietsch GmbH & Co. KG

Pietsch Haustechnik GmbH company profile

Elspermann Großhandels GmbH & Co. KG

Mülheimer Handelshaustechnik GmbH & Co. KG

Handelspart Armaturen

Logistics 4YOU GmbH & Co. KG

B & C Pumps Sales Cologne GmbH

The constantly growing wholesale company with more than 1000 employees, 130 trainees and some 70 locations in North Rhine-Westphalia, Lower Saxony and Saxony can thus be available to the customer.

We would like to convince you of our professional competence and our service and therefore offer you, for example, on-site consultations at your home.

Together with our crafts and industry partners, our goal is to provide you with the bathroom that is tailored to your personal needs and requirements.



SPAIN/ Iria Mejía

Iria Mejía

📍 Lugo (Spain)

✉ iria.mejia21@gmail.com

Kurt Pietsch GmbH & Co KG

Germany

Dear Sir/Madam,

I found your job advertising quite interesting so I would like to apply for it. As you can see in my curriculum vitae, I do not have much work experience, but I am really persistent and I always try my best so I think I would be useful in your company. Nowadays I am attending at 4^oESO (9 Klasse Gymnasium) and expecting to start University studies in 2019, I want to study law or translation and interpretation. While I study at school, I receive extra classes of English. I also have basic knowledges in IT, I can manage Word and Excel quite good.

In my free time I enjoy doing exercise on a gym near my house as I do not play any sport, and I also love watching series in english, that helps me a lot when it comes to understand this language.

I chose this apprenticeship because I think is the one that fits with me, I love languages, and a job where I can treat with people abroad is perfect to me.

Thanks you for your time.

Sincerely,

IRIA MEJIA



Iria Mejía

PERSONAL INFORMATION



Iria Mejía

Lugo (Spain)

iria.mejia21@gmail.com

Sex Female | Date of birth 12/05/2001 | Nationality Spanish

JOB APPLIED FOR

Apprenticeship in wholesaling and foreing trade

WORK EXPERIENCE

01/01/2014–Present

- teached english to my little cousins
- I have sold raffles to earn money for a school travel

EDUCATION AND TRAINING

2013–Present

Educacion Secundaria Oblicatoria (Gymnasium)

les Ollos Grandes, Lugo (Spain)

General:

- English, Spanish, Galician, Economics, Mathematics and Latin.
- Also Music and History
- Specialisation in English

PERSONAL SKILLS

Mother tongue(s)

Spanish

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B1 |
| German | A1 | A2 | A1 | A1 | A1 |
| Galician | C2 | C2 | C2 | C2 | C2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

[Common European Framework of Reference for Languages](#)

Communication skills

- good comunication skills as experience on group works or summer camps,I think I get confidence pretty fast and I develop quite good with new people
- leadership, as an example I like to take care or direct the activities on a group

Organisational / managerial skills

Job-related skills

- I would be good in the area of customer support as I have a good oral and writing expression and good manners

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|---------------|------------------|------------|------------------|
| Basic user | Basic user | Basic user | Basic user | Independent user |

[Digital competences - Self-assessment grid](#)

- good photo editing as an amateur in photography

GERMANY/ Lisa Overkamp

Lisa Overkamp
Brink 33
46354 Südlohn
fon: 015787321777
Email: lisaoverkamp@gmx.net

Kurt Pietsch GmbH & Co.KG
Von-Braun-Straße 17-19
48683 Ahaus

Dear Sir or Madam,

APPLICATION FOR APPRENTICESHIP AS A MANAGEMENT ASSISTANT IN WHOLESALE AND FOREIGN TRADE

Further to the job advertisement I found on your homepage, I would like to submit my application for the above apprenticeship.

Your company is well-known in our area as a successful business and therefore I would very much like to receive my training with you.

I am currently attending a Sixth-Form College specializing in Business Administration and expect to terminate it in 2019 with university entrance qualification. My main subjects, besides Business Studies, are mathematics and Dutch.

Being a full-time student, I do not have much relevant work experience. But as you can see from my enclosed CV, I have done work placements as an administrative assistant in public service, as industrial management assistant and as a bank clerk.

I also have an average command of Word and Excel which I am very willing to put to use and to extend.

My command of English is quite good after speaking, understanding and writing English at school for 7 years.

A further language I have some knowledge of is Dutch (B2).

In my free time I enjoy doing step aerobics and doing odd jobs in a supermarket. As a member of a music club I play the flute, here I especially enjoy the team spirit.

All in all I would describe myself as friendly, diligent and interested in new challenges and I would very much enjoy the challenge of becoming part of your company.

I enclose my CV. I shall be glad to provide names of referees upon request.

I would be grateful for the opportunity to present myself in an interview.

Looking forward to hearing from you in due course, I remain
Yours faithfully
Lisa Overkamp

PERSONAL INFORMATION

Lisa Overkamp

📍 Brink 33, 46354 Südlohn (Germany)

📞 004915787321777

✉ lisaoverkamp@gmx.net

Sex Female | Date of birth 27 Sep 1999 | Nationality German

Management assistant in wholesaling

WORK EXPERIENCE

- 6 Jul 2015–10 Jul 2015 bank clerk
Sparkasse Westmünsterland, Südlohn-Oeding (Germany)
- 26 Jan 2015–13 Feb 2015 Industrial management assistant
ter Hürne, Südlohn (Germany)
- 14 Jul 2014–18 Jul 2014 Industrial management assistant
Heitkamp & Hülscher, Stadtlohn (Germany)
- 22 Apr 2014–25 Apr 2014 Administrative assistant in public service
Rathaus Gemeinde Südlohn (town hall), Südlohn-Oeding (Germany)

EDUCATION AND TRAINING

- 1 Aug 2016–Present Berufskolleg Wirtschaft und Verwaltung Ahaus (Vocational college of Business Administration), Ahaus (Germany)
University Entrance Exam
- expected
1 Aug 2011–31 Aug 2016 Herta-Lebenstein-Realschule (secondary school), Stadtlohn (Germany)

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B2 |
| Dutch | B1 | B1 | B1 | B1 | B1 |

Profiel Maatschappelijke Taalvaardigheid

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages

Organisational / managerial skills

sports trainer

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|---------------|------------------|------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Basic user | Basic user | Basic user | Basic user |

Digital competences - Self-assessment grid

Other skills

- working in a supermarket twice a week
- playing flute in a club

Driving licence

B

BULGARIA/ Vasilena Georgieva

Kurt Pietsch GmbH & Co KG
Hiring a Manager Assistant
von-Braun-Straße 17-19
48683 Ahaus
10th March 2017

Dear Mr Kurt-Michael Pietsch,

I write in response to your advertisement seeking a **Management Assistant in IT Systems** at Kurt Pietsch GmbH & Co KG. As a highly competent Management Assistant, I would bring a proactive, energetic, and deadline-driven attitude to this role.

In my past position, I maintain an exceedingly functional office environment while ensuring optimal productivity of administrative staff at a busy accounting firm. I have a knack for problem solving and work well in a team. I respond to request from colleagues, staff, and executives in a timely manner and I am adept at prioritizing multiple ongoing projects.

Additionally, I am proficient at improving office efficiency through process changes and taking on increasing responsibility to ensure optimal workflow.

In summary, I am able to offer your company my great enthusiasm, along with my ability to drive your business forward, set standards, inspire staff and lead by example.

Please find further proof of my competencies in the attached CV. If you would like to further discuss my experience, suitability and future potential then do not hesitate to contact me to arrange a meeting at your convenience.

I thank you for your time and I look forward to hearing from you.

Yours sincerely,
Vasilena Georgieva

26-28 Goce Delchev Street
Yambol, Bulgaria



PERSONAL INFORMATION Vasilena Georgieva

📍 26-28, Goce Delchev Street, 8600

Yambol (Bulgaria) 📞 0876901699

✉ vasi_ig_99@abv.bg

🌐 <https://www.facebook.com/wasillena.georgieva>

POSITION Management Assistant

WORK EXPERIENCE

6 May 2016–3 Jul 2016 Accountant

EDUCATION AND TRAINING

15 Sep 2014–Present

Professional School of Economics, Yambol (Bulgaria) General:

-Foreign languages

-Economics

-Mathematics

PERSONAL SKILLS

Mother tongue(s) Bulgarian

| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B2 |

First Certificate in English

Levels: A1 and A2: Basic user - B1 and B2:

Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages

Communication skills -good communication skills gained through my apprenticeship as an accountant in 10th grade

-read and understand written materials

-listen, understand and ask questions

Organisational / managerial skills -Ensuring that all work is carried out to the highest standards

-Good team-leading skills

-Good organisational skills

-Always driving to continuous improvement of performance

Job-related skills -Developing and motivating teams to do better

Digital competence

SELF-ASSESSMENT

| Information processing | Communication | Content creation | Safety | Problem solving |
|------------------------|------------------|------------------|------------------|------------------|
| Independent user | Independent user | Independent user | Independent user | Independent user |

Digital competences - Self-assessment grid

FRANCE/ SAINCANTIN Léa

SAINCANTIN Léa Denain, the 03/20/2017

12 rue Avilla Gernez

59172 ROEULX

☐ 07/81/59/34/09

☐ lea.saincantin300898@gmail.com

Kurt Pietsch GmbH & Co KG

Subject : Application for apprenticeship as a Management Assistant in IT Systems.

Dear Sir, Madam,

After consulting the job advertisement I found on your homepage, I would like to submit my application for the position of a Management Assistant in IT Systems.

I am currently at the school Jules Mousseron, in Denain (France) and preparing of the diploma Management and Finance. I am studying several fields such as business management but also law and economics and especially accounting within private organizations.

The learning you offer would allow me to acquire many skills in the field of information in order to deepen those I currently possess.

Your business is well known in your industry as a respected, trustworthy, and successful company on a prospect of the future.

Having attended full-time student training, I did not have the opportunity to acquire a lot of relevant work experience in a company. Only an internship in the last year of middle school allowed me to observe the different skills to have in the work market.

Through learning during my years of study, I was able to get some knowledge in the field of informatics with the use of Excel or Word.

For many years I have been able to learn English as a second language (level A2), but also Spanish as a second language (level A2).

During my free time, I love to listen to music, to read, the self-taught design that allows me to be attentive to details but also creative. but also to be with family and friends.

All in all I would describe myself as open-minded, understanding, listening, determined and passionate about what I do.

I am at your disposal for any further information.

Please accept, dear Sir, my respectful greetings.

Léa Saincantin

IMPRESSIONS OF STUDENTS

Vasilena Georgieva, Bulgaria

My name is Vasilena Georgieva and I am coming from Bulgaria. A month ago I was on a job interview in the Pietsch Company. The interview took place in Ahaus, Germany. At the very first beginning I talked about myself in front of Mrs Pietsch who was very courteous and projected high self-esteem. I was fascinated by her attitude. She ask me a couple of questions connected with my past experience and my future plans. We talked about hobbies, language skills and work. I must confess that I was a little bit nervous at the very beginning of the interview but after a while I felt very comfortable. It was a pleasure to me to meet entrepreneurs and discuss with them the most essential skills for success. For me it was a great experience to develop my communication and working skills.

To sum up, I would like to say that this interview encoraged me to continue my education as an iconomist and achieve my ambitions.

Lisa Overkamp, Germany

Before the interview I was very nervous because it was my first job interview in English.

At home I had prepared some notes about myself, e.g. my strengths or why the company should choose me. Of course I had to know my own CV to answer question about it.

During the interview my nervousness became less and I felt confident. I did not notice the other people around me.

I think I have learned much from the interview. Now I know how a job interview proceeds and which questions I can expect in my next job interview.

All in all I liked this job interview and I can recommend this exercise for everyone because it is a big chance for your to gain more confidence.

Iria Mejía, Spain

I have participated in this project wich was about making a simulation of an interview for a real company called Kurt Pietsch GmbH & Co KG.

In the spanish group, we didn't know who was going to make the interview so I wasn't nervous at all because I thought that it wouldn't be me, but the moment I was told I had to do it I got really nervous. When I assumed it, I got relaxed and I enjoyed the experience.

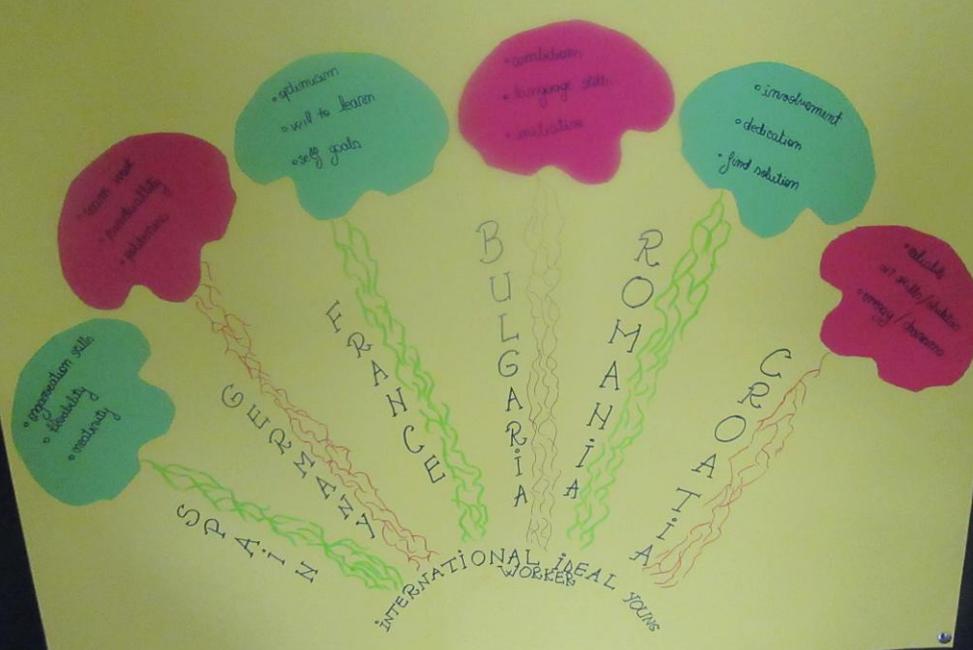
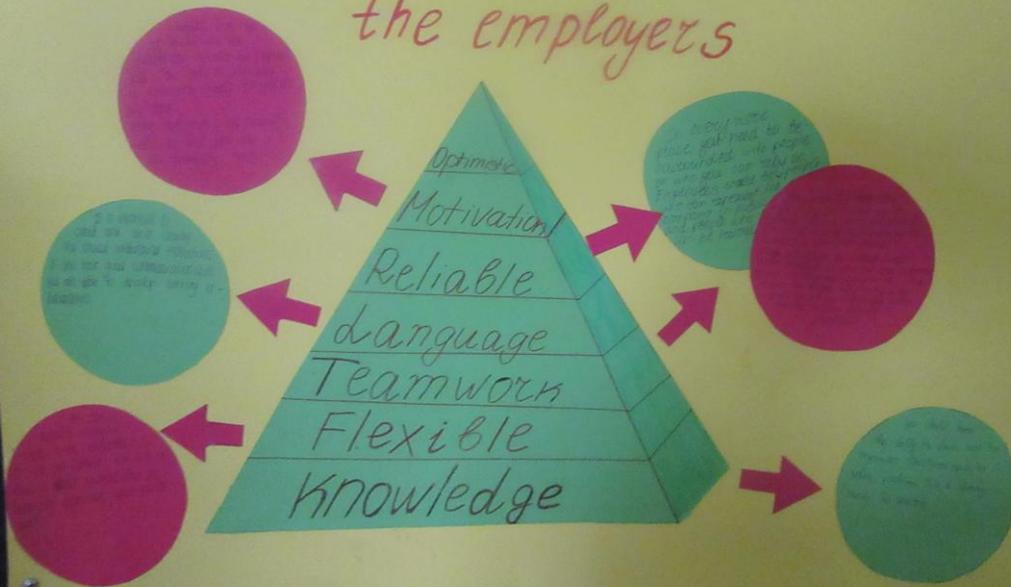
I was the first applicant but I tried to do it the best I could, at first I noticed that I was pretty shy but when I got more comfortable I started developing my confidence, actually this project has helped me to know wich skills are important in an interview, for example, been confident, have a knowledge of the company you are aplicating for,been polite,show interest...

This project has also made me experience the situation of talking in english with new people, to develop a conversation and talking about myself, what I think is very important when you travel abroad, wherever you go, you need to know how to start a conversation in english, and more specifically if you want to get a job abroad.

In conclusion, this has been a helpful experience and I have learned a lot from it.



Qualities and skills which are important for the employers



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