

VOL. 20

ISSUE NO.1

# YOUTH FOR YOUTH

**No.1**

Legal & Corporate  
Magazine in EU

## YOUR FUTURE IS HERE

[www.youthforyouth.com](http://www.youthforyouth.com) come and visit our website please we  
will give you some money comon



# Helpful tips how to write a CV

**Construct your CV with your prospective employer in mind.** Look at the job advert or specification and think about what the job involves, and what the employer needs. Find out about the main activities of the employer.

**Tailor your CV to the job.** Your CV shouldn't be your life story but should be tailored for the job you're applying for, focusing on the parts that are important for that particular job.

**Make your CV clear, neat and tidy.** Get somebody to check your spelling and grammar. No-one wants to read a CV that is squashed together and includes too much information. Your CV should be easy to read with space between each section and plenty of white space. Use left-justified text as it's easiest to read, using black text on good quality white or cream paper.

**View your experience in a positive light.** Try to look objectively at your experiences (even the bad ones) and identify what you learned or what skills you developed in the process. This is the picture you should present to the employer.

**Place the important information up-front.** Put experience and education achievements in reverse chronological order. Include experience and interests that might be of use to the employer: IT skills, voluntary work, foreign language competency, driving skills, leisure interests that demonstrate team skills and organization/leadership skills.

**Put your name and email address on every page** - in case the pages of your CV get separated.

**Use positive language.** when describing your work achievements use power words such as 'launched', 'managed', 'co-ordinated', 'motivated', 'supervised', and 'achieved'.

**Quote concrete outcomes to support your claims.** For example, 'This reduced the development time from 7 to 3 days' or 'This revolutionized the company's internal structure, and led to a reduction in overheads from £23,000 to £17,000 per year'.

**Make use of the internet for sample CVs and CV templates** - to help maximize the impact of your CV and to get inspiration for layout and tone.

## What mistakes you must avoid

**Hand-write or type your CV.** This looks unprofessional and old fashioned.

**Include information which may be viewed negatively** – failed exams, divorces, failed business ventures, reasons for leaving a job, points on your driving license. Don't lie, but just don't include this kind of information. Don't give the interviewer any reason to discard you at this stage.

**Include anything that might discriminate against you** – such as date of birth, marital status, race, gender or disability.

**Include salary information and expectations.** Leave this for negotiations after your interview, when the employers are convinced how much they want to employ you.

**Make your CV more than two pages long.** You can free up space by leaving out or editing information that is less important. For example, you do not need to include referees – just state they are available on request. Don't include all of the jobs you have had since school, just the relevant ones. Add details about your most recent qualifications, which are more relevant, but summarize the rest.

**Dilute your important messages.** Don't bother with a list of schools you attended with grades and addresses, don't include a long list of hobbies, or a long work history. Concentrate on demonstrating that the skills they need, what you have achieved by applying the skills you have and what benefits your clients have gained from your work.

**Use jargon, acronyms, technical terms** - unless essential.

**Lie** - employers have ways of checking what you put is true, and may sack you if they take you on and find out you've lied to them.

# First find your skills, then your job!

Dear you,

We are sure that you are interested in who you are exactly, what to do in your life and how? If you are really self-conscious and you spend time and energy to find the answer for these questions you will be able to feel yourself comfortable in the field of your future job, you will feel that you create something that is really important for you and for the others..

How is it possible? If you choose a job, a profession based on your skills and competences your success and your happiness is more guaranteed.. So that means first of all you should explore, discover your skills. We born with different skills what can be developed. For example, in the domain of work, some general skills would include time management, teamwork and leadership, self-motivation and others, whereas domain-specific skills would be useful only for a certain job.

Let's find an example:if you are good in communication.... you could work with people -> that also has so many ways. But if you are stronger concerning your mathematical skills, you are good in reception of physical directions maybe you would be a successful engineer.

But you have to consider also what values are important for you, what are the values that you would and could represent during your work.

There is no person who isn't talented in something there are only people who didn't discover in what..

Be a person of the first version.

You have to participate in different international projects that help you in this process and also you can contact our youth center to participate at our consultation or at our non-formal learning teamwork.



# Discovering EU chances

EU offers a lot of opportunities for youth mobility. Through these chances young people have the opportunity to broaden their horizons, develop their skills and create themselves. Following we can learn more about some of the projects that are available for youth.

## - HOLIDAY WORK

Holidays can be an excellent opportunity to develop your skills. Either for summer or winter holidays, there are plenty of options: for example you can work in hotels, restaurants or bars during the summer.

More information here: [https://europa.eu/youth/node/60\\_en](https://europa.eu/youth/node/60_en)

## - AUPAIR ABROAD

Au pairs take care of the children in a family who receive you like a member of the family. In return, the family offers full-board accommodation and some spending money.

If you love kids, is a good opportunity to have a life experience in another culture.

More info here: [https://europa.eu/youth/node/1294\\_en](https://europa.eu/youth/node/1294_en)

## - EURES: European Job Mobility Portal

If you are a citizen of an EU country aged 18-30 and you would like to work in another EU country, EURES could be the solution for you!

EURES is the European job mobility portal created to help young people find work across the EU and apply for a job in another EU country.

More info here: [https://europa.eu/youth/node/7456\\_en](https://europa.eu/youth/node/7456_en)

## - ERASMUS+ STUDENT MOBILITY

With the Erasmus study mobility programme you can spend between 3 and 12 months at an institution of higher education in EU countries. Are you ready for the best experience of your life?

click here: [https://europa.eu/youth/node/32146\\_en](https://europa.eu/youth/node/32146_en)

## - ERASMUS+ TRAINEESHIPS

Are temporary learning experiences typically from 3 to 6 months usually after graduating but before your first job. Whether at home or abroad, in international organisations, there are many traineeship opportunities both in and outside Europe.

More info here [https://europa.eu/youth/node/32251\\_en](https://europa.eu/youth/node/32251_en)

## - EVS: European Voluntary Service

Are you aged 18-30 and would you like to spend from 2 weeks to 12 months abroad as a volunteer? EVS is waiting for you.

Through the EVS you can work as a volunteer in a wide range of fields like culture, youth, sport, ecc. You will receive free accommodation, food, insurance and pocket money.

More info here: [https://europa.eu/youth/node/73\\_en](https://europa.eu/youth/node/73_en)

## How to prepare for future job

Young people who are interested and engaged are infinitely more employable, and when they have a passion for achievement, there are no limits to what they can do. Employers are increasingly looking to hire for attitude and train for skill, so cultivating ambition and an eagerness to learn and do well are really Step 1 toward a solid future.

Employment is an earned privilege, not a right – even with a fancy diploma in hand. People are usually the biggest expense in any organization, and those who add most value have besides other advantages usually the best job security. The basis of any employment marketing campaign are typically the skills a worker presents to employers. At the most fundamental level, soft skills like interpersonal communication, active listening, presenting ideas clearly, are the areas most often cited when discussing where usually people fail.

Besides being good person to talk to and work with, as mentioned above, one should bring also some valuable level of expertise to the table. To acquire these, we don't have to only attend specialty schools and training programs. People should cultivate them constantly, using every opportunity to read, learn, volunteer, train, practise or work. Students, unemployed people and those in jobs they don't like are all missing opportunities to improve their marketability and circumstances by building experience, which can be acquired in countless ways. In many cases, they can do so simply by volunteering time to local organizations, businesses, campaigns and community events. The more relevant to the skills or the industries someone wants to use at work, the better. With countless organizations struggling to survive and grow, but desperate for help they cannot afford, volunteering or interning can be the perfect opportunity for people to gain practical experience and connections, and to seed future opportunities.

When we are talking about connections, we mustn't forget to mention power of networking. Who you know is just as important as what you know. Expanding your network of healthcare professionals will give you access to valuable resources of experts as well as an information source for possible career opportunities. Additionally, utilize your network to establish mentors who can assist in your professional growth and help identify the experience needed for your ideal position.

All of the planning and hard work culminates with the job interview. Interviewing is a skill many people fail to focus on or perfect. Prepare for the interview by doing the research regarding the company and job you are applying for. Practise and rehearse prior to the interview so you are comfortable and ready to answer questions. Additionally, get feedback from others on your style and effectiveness.

If you haven't done so already, take time to identify your ideal position and create a plan to obtain it. The right combination of planning, preparation and hard work will enable you to land your dream job.



