

JOB

Job Opportunity Bulletin



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Erasmus+ programs for young people

For a European citizen the opportunities in gaining experience and new knowledge are almost unlimited. If a person is willing and is motivated enough, gaining experience and necessary education is really easy. European Union has some very well-thought projects for young people and also workers of all ages.

For the period 2014-2020 there is an EU program for education, training, youth and sport under the name of Erasmus+. The priorities and important features of this program include the social inclusion and well-being of European citizens, especially the young. Also it promotes healthy behaviors, participation, European citizenship, cultural diversity and inclusion of young people with fewer opportunities. Under this program there are three types of activities.

First of all there are trainings and networking activities funded by the EU. This is a good way for workers to connect and exchange good practices in their fields of work with young people and young people with fewer opportunities. These type of trainings promote exchanges and cooperation between youth workers. There is no age limit, so everyone can participate. The main objective is to develop more projects under Erasmus+ and to help youth workers in their respective fields.

Besides the training, a young European citizen can participate in Youth Exchanges (YE), activity that allows two or more groups of young people to meet and live together, carrying out a work program designed and prepared by them. YE allows young people to develop competences, to become aware of socially relevant topics, to discover new cultures, habits

and life-styles, mainly through peer-learning and to strengthen values like solidarity, democracy and friendship. This type of exchanges is aimed at young people between the age of 13 and 30.

The two above projects mentioned have three phases. In the beginning there is a planning and preparation period, then the implementation phase and in the end the evaluation. The duration usually for and YE is from 5 to 21 days and for a training from 2 days up to 2 months.

Also, a young inexperienced EU citizen, before finding a job can benefit from the European Voluntary Service (EVS). This is an unpaid and full-time voluntary service in another country. The duration can be from 2 weeks to 12 months. The age of participants should be between 17 and 30 years. The funding covers the travel costs, the pocket money, the food money, the insurance of the participants and also the accommodation is for free. So, this is actually a very good way of getting experience and getting to know new places, new people and new cultures.

After all these projects the participants get a certificate, an Youth Pass in which future employers find the skills developed by participants and the knowledge they got.

European Union is really investing in people and everyone that is motivated enough can benefit from a lot of opportunities. Let's not forget that students also can use the Erasmus program in order to go to another country and study abroad for a semester or a year. The possibilities are really almost unlimited!

By Luca Dorin - ROMANIA

Social Media when looking for a job

Everybody knows that age of technology affects our life directly. Even everywhere we can see that technology indispensable. So, why don't you use this magic? Of course, technology is utilizable in looking for job. Hence, how can we adapt the technology in looking for job? In the present times, there are a lot of social websites. Most of them are commonly known. LinkedIn, Facebook, Twitter, etc. We will approach to the LinkedIn in this week.

First of all, LinkedIn is created for business career. We can say that it is most important platform in social media about looking for job. Firstly, you need to create an account in there. After this, you need to complete requirements such as fills. You should always keep your profile up to date. Because, there shouldn't be old information about you. On the other hand, you should use only professional photos. Selfie is not acceptable for here. Also, you can use photo which shows your characteristic and your brand in the background. Writing summary about yourself in LinkedIn is one of the most important issue. It must be definitely compelling, totally interesting summary, using a natural and conversational tone. Also, clear call to action so your reader can reach out and easily contact you. By the way, LinkedIn's URLs always look very tousel. So, you can personalize it such

as www.linkedin.com/rboztemir. LinkedIn allows that you can personalize your profile with adding different parts for looks more charming. You can add your shares, volunteer experiences, languages, honors, awards and things like that. Most of the LinkedIn users make this mistake that they are afraid to making contact with peoples. If you want know a person, you should make contact with them such as Twitter. It may expand your vision. Finally, one of the most important thing is that you shouldn't say lie anymore. Be yourself!

By Ramazan Boztemir – TURKEY

DO AND DON'T ON A CV

CV is actually a way of presenting yourself on a paper. It is the most important tool that helps you to get interviewed in the company of your choice. Most of you know how to make a CV and have searched for an appropriate form on the internet to make it more efficient. But is your CV truly representative of your skills, personality and qualifications? Does your CV manage to capture the interest of the employer?

This article is about representing you effective tips to apply in order to make your CV stand out among thousand others.

1. Use the same font through your CV and choose one that is readable.
2. Try to avoid information that can be discriminative such as: age, gender and photo if they are not required.
3. Put a natural picture that is true to your character if you are required to have one.
4. Add a section that describes in a brief your personality before your education and your working experience. Try to make it realistic and don't exaggerate.
5. You don't need to mention your actual degrees in schools.
6. Long term courses, such as Erasmus can also be included at the education section.
7. Write next your strongest assets whether is working experience or education and degrees.
8. You don't have to be very descriptive when you write down your hobbies. Refer your hobbies in general.
9. You can describe your language skills in levels and not in certificates because it might be confusing. Ex. English: intermediate level writing skills.
10. Finally, when it comes to references, they should only be available after request.
11. Always include a cover letter, which shows that you know the company in which you apply and explain the reasons you want to work there.
12. Remember to always adjust you CV every time you apply for a job.

Next we present you an actual CV that has some common mistakes. The sentences marked with red need to be avoided. Notes at the side of the page outline how the CV should look like.

By Sophia - GREECE

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Date of Birth: 25/08/1994

**BEFORE ALL OF THESE YOU SHOULD WRITE YOUR PERSONALITY WITH
MAXIMUM 3 SENTENCES TO HERE.**

EDUCATION

ISTANBUL KEMERBURGAZ UNIVERSITY - (2012 - Present) Istanbul, TURKEY

School of Economic and Administrative - Department of Business Management

Honors: 50 % Success Scholarship **GPA:** 2.71

KEMAL HASOGLU HIGH SCHOOL - (2008 - 2012)

Istanbul, TURKEY

EXPERIENCE

SUNSET POOL MANAGEMENT INC. - (06/2015 – 09/2015)

Baltimore,MD - USA

Position: Coordination Group Member

- ◆ Guide and supervise lifeguards during their assignments
- ◆ Effectively communicate with authorized persons and report daily activities
- ◆ Arrange orientation for new lifeguards to make them their task as required

MARPFRE TUR ASSIST INC. - (09/2014 – 02/2015)

Istanbul, TURKEY

Position: Part-time Employee, Roadside Assistant Operator

- ◆ Communicate with customers for their cars' maintenance and vehicle inspection and guide them
- ◆ Provide assistance for controlling the roadside if requires
- ◆ Plan preparation of possible car accident information for pre customers

SKILLS & CERTIFICATES

COMPUTER SKILLS

- ◆ MS Office (Word, Excel, Power Point)
- ◆ Adobe PhotoShop Cs4

LANGUAGE SKILLS

- ◆ Written and oral fluency in English
- ◆ Beginner level in Chinese

CERTIFICATIONS AND OTHER ACHIEVEMENTS

- ◆ Ranked as 1th at lesson of Research Method group research project competition "Discourage Workers of Turkey" (2016 Jan)
- ◆ Ranked as 4th among 50 competitor at "MARPFRE Awareness of Traffic Accident" essay competition (2014 Sep)
- ◆ Create imaginary marketing company for international marketing lesson project. The final exam's topic was this project with full points. (2015 Dec)

ADDITIONAL INFORMATION

- ◆ Volunteer at LOSEV(Foundation of Hope for Children with Leukemia) Istanbul, TURKEY
LOSEV is a non-profit organization that aims to help children with leukemia that cannot get or sustain their treatment due to the economic reasons **THIS INFORMATION MUST BE ON THE PART OF EXPERIENCES**

Participant in MARPFRE Association (Awareness of Traffic Accident) (2014)

Istanbul, TURKEY

HOBBIES

NORMALLY THIS CV HASN'T HOBBIES. BUT YOU CAN ADD THE HOBBIES SUCH AS

- Experienced Mountain Trekker
- Amateur Photographer
- Regular Blogger
- Avid Reader
- Beginner Rock Guitarist

REFERENCES

Sofia Tseferidi

CEO of Central Bank of Greece

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Mobil: 0544 458 52 49

Av. Erdal AĞAÇ

Efes Gıda Pasta Genel Müdürü

E-Mail: info@efesgida.com

Mobil: 0533 633 06 64

REFERENCES SHOULD BE AVAILABLE WHEN
IS NEEDED

COVER LETTER ISSUE

MAX 15 LINES, PAGES ARE LESS THAN HALF, AND 2 PARAGRAPH.

IT IS NOT TO EXPAND CV.

DON'T WRITE SUCH AS I WANT TO WORK HER BECAUSE THIS COMPANY IS THE BEST I HAVE EVER SEEN.

- 1- **KEY:** YOU ACTUALLY CONFIRM WHAT YOU ARE SAYING.
- 2- **JOB YOU APPLY:** PRESENT SOME INFORMATION ABOUT THE COMPANY YOU APPLY
- 3- **THE COMPANY WHICH YOU APPLY AND REASON OF THIS.**

WHO I AM?

Select the one description that you consider most like you! It can help you to understand yourself and find the right job.

1.
 - a) People say I have a strong personality
 - b) People look up to me
 - c) I tend to be a kind person
 - d) I accept life as it comes
2.
 - a) I find it difficult to relax
 - b) I have a very wide circle of friends
 - c) I am always ready to help others
 - d) I like to behave correctly
3.
 - a) People can't put me down
 - b) I like having fun
 - c) I like things to be very neat and tidy
 - d) I tend to do what I am told
4.
 - a) I believe things will go well
 - b) I am always willing to do new things - to take a risk
 - c) I am always willing to help
 - d) I respect my elders and those in authority

Check your answers. Your answers show which profiles describe you the best.

If most of them are ...

- A) Go to Dominance
- B) Go to Influence
- C) Go to Steadiness
- D) Go to Compliance

