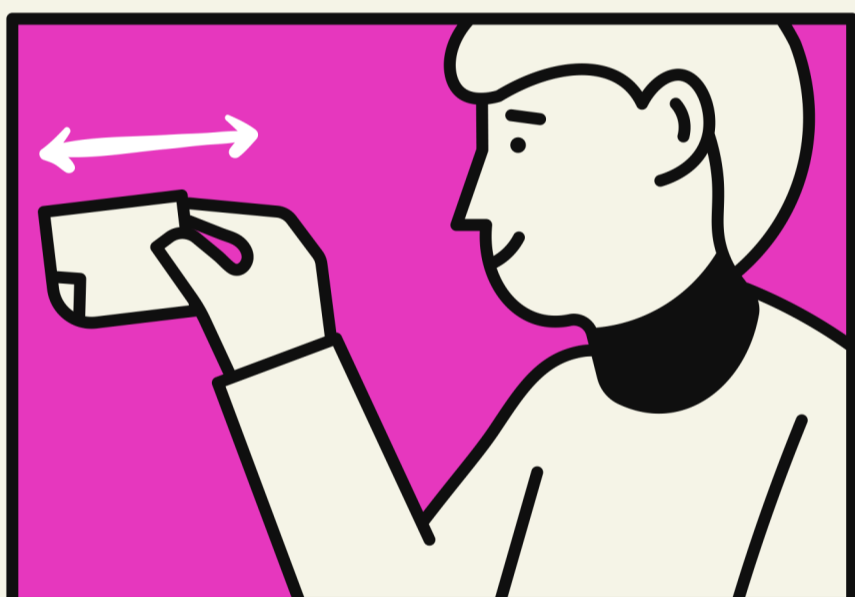


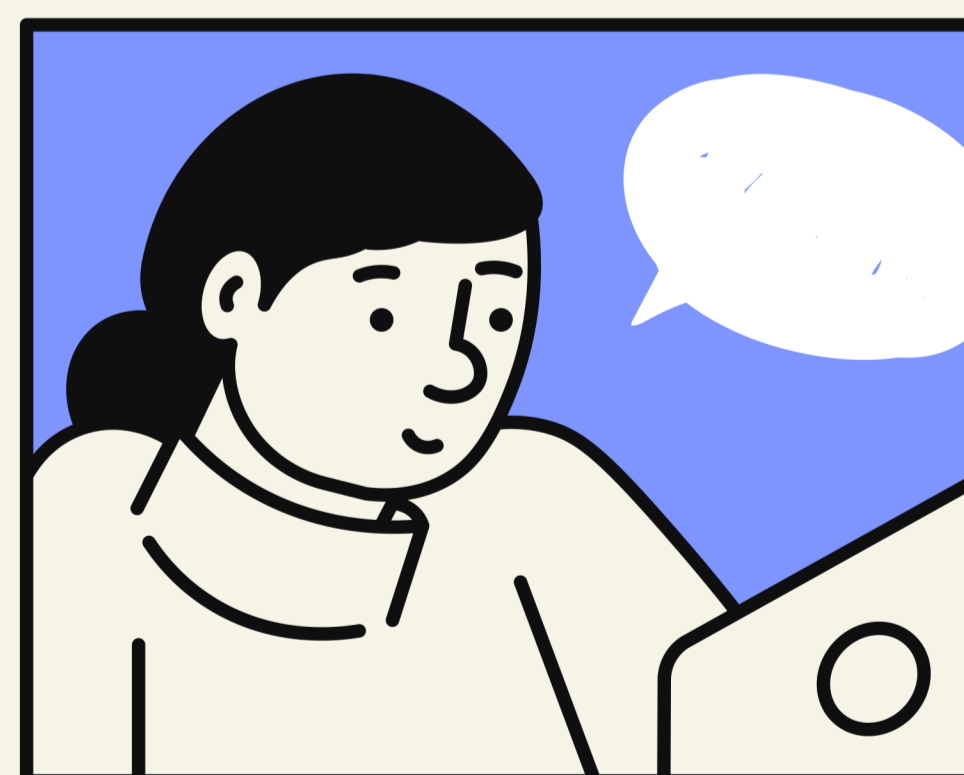


Youth@work



SHORT CAREER GUIDE

2024



TOGETHER ROMANIA



Funded by
the European Union

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INTRODUCTION

This short career guide was created by participants during the Erasmus+ project “**Youth@Work**,” which took place in Traisteni, Romania, between the 16th and 23rd of March 2024.

The mobility aims to help youth find their way through the labour market. It consists of general information regarding the preparation of a quality CV, understanding gender stereotypes connected with certain jobs to create an inclusive environment at the workplace, simulation of a job interview, and a discussion about the local realities connected with youth unemployment for the five EU countries participating in the project: Romania, Bulgaria, North Macedonia, Poland, and Slovakia.

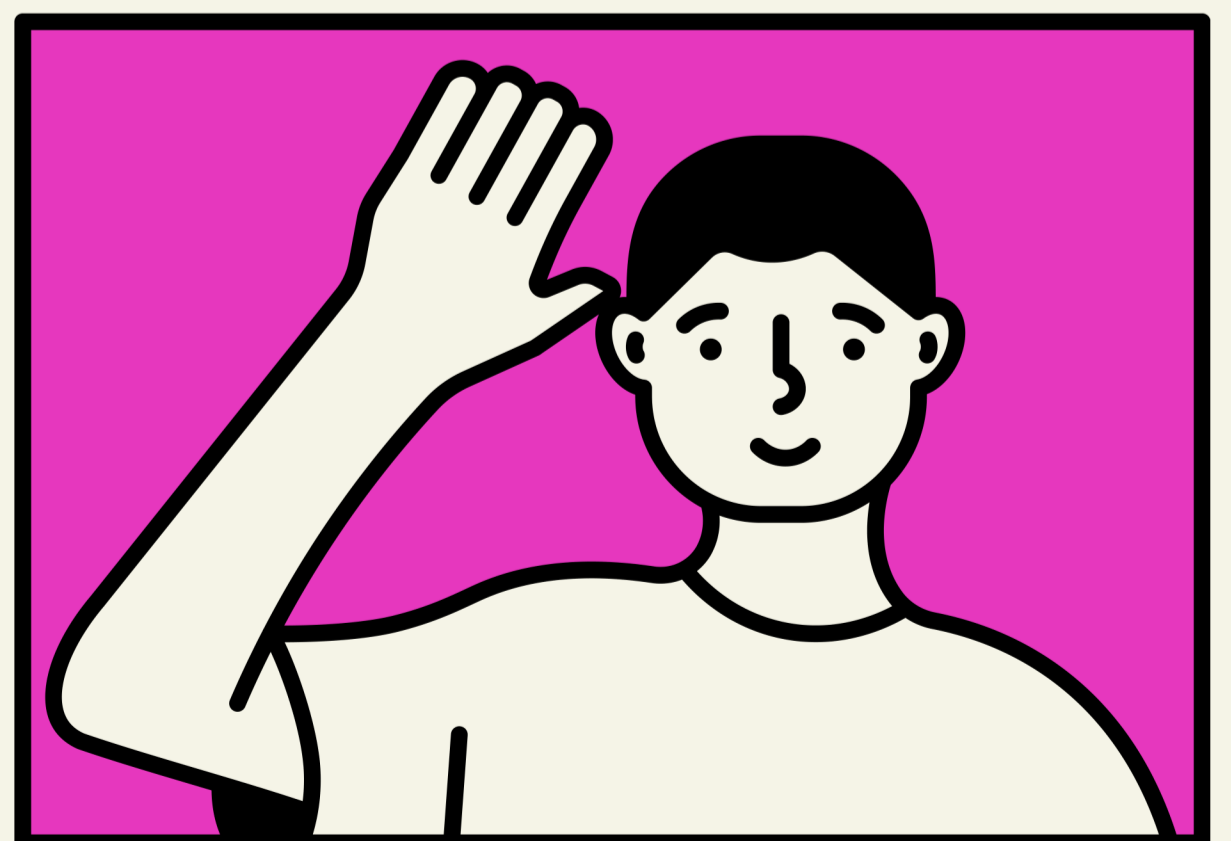
The project was organised by the **Together Romania Association** in the frame of the annual accreditation of 2023-1-RO01-KA151-YOU-000134997. The Together Romania Association is a non-governmental and non-profit organisation having the legal statute of an association with activities for youth in art, education, culture, environment, sport, and the social field.

Website: <https://asociatiatogether.wordpress.com/>

ABOUT...

Welcome to our concise and fundamental career guide manual! This manual is your essential companion for navigating the world of career development with ease and confidence. Whether you're embarking on your professional journey or seeking to enhance your current career path, this guide provides straightforward advice and practical strategies to help you achieve your goals.

Inside this manual, you'll discover fundamental principles for crafting a compelling **CV**, preparing for **job interviews**, and mastering essential skills for success in the workplace. With clear, actionable tips and concise explanations, this guide is designed to equip you with the foundational knowledge and tools you need to make your first steps on the labour market.



ERASMUS+ OPPORTUNITIES

Erasmus+ is a European Union programme designed to support education, training, youth, and sport activities in Europe. It offers opportunities for individuals, organizations, and institutions to participate in a wide range of projects and activities aimed at promoting learning, cooperation, and exchange across borders.

Youngsters can benefit from Erasmus+ in both formal and non-formal education settings:

1. Formal Education: In formal education, Erasmus+ provides opportunities for students to study abroad, participate in exchange programmes, and pursue internships or traineeships in other European countries. This allows young people to gain international experience, enhance their language skills, and broaden their cultural horizons. Additionally, Erasmus+ supports cooperation between educational institutions, facilitating the exchange of best practices, innovation, and collaboration in teaching and learning.

2. Non-formal Education: In non-formal education, Erasmus+ offers opportunities to take part in youth exchanges, volunteering projects, and training courses aimed at personal and professional development.

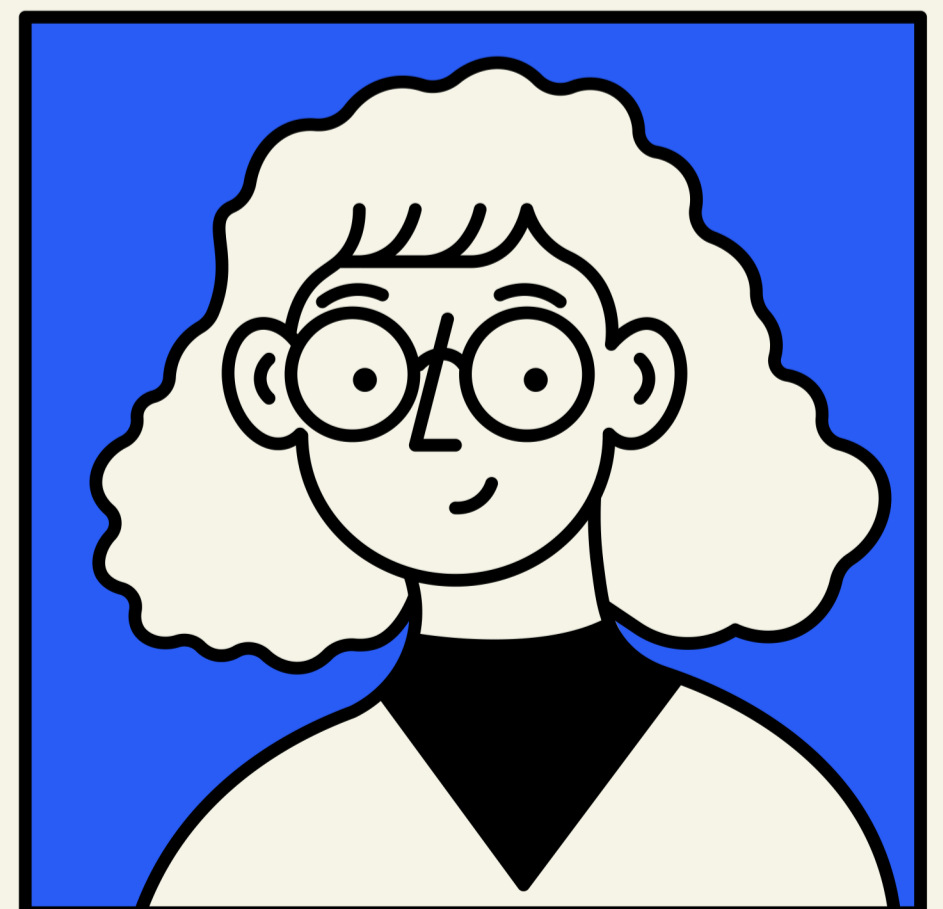
These activities provide young people with opportunities to develop key competencies, such as teamwork, leadership, communication, and intercultural skills, in a supportive and experiential learning environment.

Moreover, Erasmus+ promotes inclusion and diversity by encouraging participation from disadvantaged or marginalized groups, fostering social cohesion and mutual understanding among young people from different backgrounds.

Overall, Erasmus+ empowers young people to broaden their horizons, develop new skills, and become active citizens in a globalized world. Whether through formal education programs or non-formal learning experiences, Erasmus+ offers valuable opportunities for personal growth, cultural enrichment, and professional advancement.

Website: <https://erasmus-plus.ec.europa.eu/>

Guide: <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>



THE ART OF CV CREATION

What is a Curriculum Vitae?

A Curriculum Vitae (CV) is a document used by job applicants to showcase their academic and professional achievements, typically longer than a resume. It provides detailed information on skills, experience, and qualifications for positions requiring specialized knowledge. Employers use CVs to screen candidates for job interviews, scholarships, grants, or bursaries. Applicants may submit CVs physically via mail or electronically via email based on employer preferences.

What to include in your CV?

- Personal Information: Name, contact details.
- Education: List of programs, institutions, graduation years.
- Work Experience: Previous roles, employers, durations, duties.
- Honors and Awards: Academic or professional accolades.
- Skills: Relevant to the job.
- Publications and Presentations: Academic papers, conferences.
- Professional Memberships: Relevant associations and memberships.

Create your CV at <https://europa.eu/europass/en>

How to create a good CV

Crafting a strong CV (curriculum vitae) is crucial for making a positive impression on potential employers. Here are some tips and tricks to help you create a standout CV:

- 1. Tailor Your CV for Each Job Application:** Customize your CV for each job you apply for, highlighting the most relevant skills and experiences that match the job description.
- 2. Clear and Concise Formatting:** Use a clean and professional layout with clear headings and bullet points to make it easy for recruiters to skim through your CV.
- 3. Contact Information:** Include your name, contact number, email address, and LinkedIn profile at the top of your CV for easy access.
- 4. Summary/Objective Statement:** Write a brief summary or objective statement at the beginning of your CV, highlighting your key skills, experiences, and career goals.
- 5. Work Experience:** List your work experience in reverse chronological order, starting with your most recent job. Include the company name, your job title, and the dates you worked there. Use bullet points to describe your responsibilities and achievements in each role.



6. **Education:** Include your educational qualifications, starting with your most recent degree. Mention the name of the institution, degree earned, and graduation year. If you have relevant coursework, projects, or academic achievements, highlight them as well.

7. **Skills:** Create a separate section to highlight your relevant skills, including technical skills, languages, certifications, and any other skills that are relevant to the job you're applying for.

8. **Achievements and Awards:** If you've received any awards, honors, or recognition for your work, include them in a separate section to showcase your accomplishments.

9. **Volunteer Work and Extracurricular Activities:** Include any relevant volunteer work, internships, or extracurricular activities that demonstrate your skills and interests outside of work or academics.

10. **Proofread:** Double-check your CV for spelling and grammatical errors, and consider asking a friend or mentor to review it as well. A polished CV shows attention to detail and professionalism.

11. **Keep it Relevant:** Be selective about the information you include in your CV, focusing on what's most relevant to the job you're applying for. Avoid including unnecessary details or personal information.

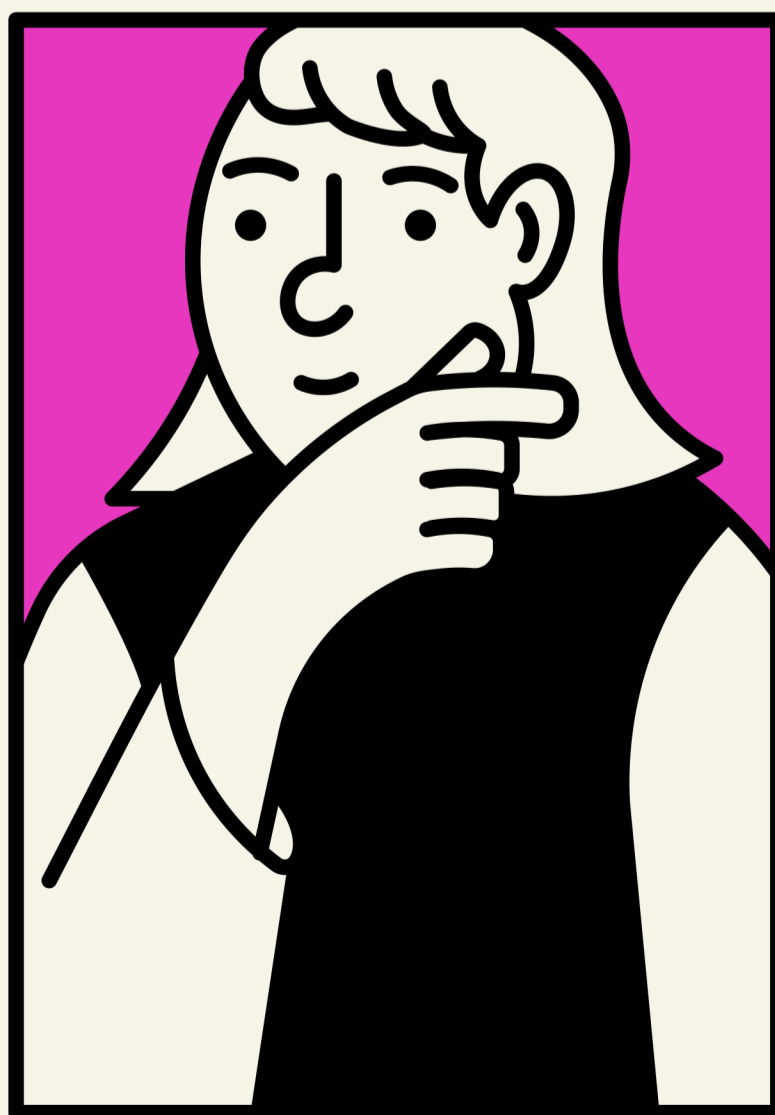
12. **Update Regularly:** Keep your CV updated with your latest experiences, skills, and achievements so that you're always ready to apply for new opportunities.

NAVIGATING THE JOB INTERVIEW

Interviewing is a crucial stage in the selection process, allowing for detailed discussion of your background and the role. It's a dialogue between you and the interviewer to assess skills and alignment with the position. Preparation involves thorough research on the organisation and position, reviewing your application, practicing responses to typical questions, and being flexible with scheduling.

During the interview

- Arrive early and confirm logistics.
- Prepare a 30-second summary of your experience.
- Listen attentively and respond directly.
- Maintain a positive demeanor and body language.
- Take brief notes if desired.
- Ask final questions and express enthusiasm.
- Demonstrate you're the right fit for the position.
- Contact your HR representative for questions.



RECOMMENDATIONS

1. **Understand career options.** Make sure you know the advantages and disadvantages of the jobs of your interest. You can go to university open days, career fairs or attend career orientation programs.
2. **Develop your skills.** You can go to courses, read books, consult with mentors. You should also emphasise on your soft skills which will allow you to sell yourself to the employer. Look for Erasmus+ mobilities (formal and non-formal), prioritize lifelong learning and professional development.
3. **Refine your CV.** On average, recruiters spend 7 seconds looking through a CV. To ensure you'll be shortlisted, you have to follow the detailed structure as presented in the current manual.
4. **Look for jobs or volunteering opportunities.** Use the European platform as follow:
 - **EURES** (https://eures.europa.eu/index_en) to look for a job in European Union
 - **European Solidarity Corps - ESC** (https://youth.europa.eu/solidarity_en) to look for volunteering, solidarity projects or humanitarian aid volunteering if you are between 18 and 30 years old
 - **SALTO** (<https://www.salto-youth.net/>), your **National Agency**, local **NGOs** for Erasmus+ non-formal opportunities.
 - your **University** for Erasmus+ formal opportunities.

