

SURVIVAL GUIDE

MASTER DOCUMENTS FOR JOB/INTERNSHIP HUNT

ERASMUS INTERNSHIP



TABLE OF CONTECT

1 EUROPASS.....	3
2 CIRRICULUM VITAE (CV) vs. RESUME	5
3 HOW TO WRITE CV.....	5
4 HOW TO WRITE A RESUME	8
5 COVER LETTER VS. MOTIVATION LETTER	13
6 HOW TO WRITE A COVER LETTER	14
7 HOW TO WRITE MOTIVATION LETTER	19
8 ERASMUSINTERN	22
9 LIVING COSTS.....	29
10 HOW TO ACE SKYPE INTERVIEW.....	30
11 LIST OF SKILLS AND COMPETENCES.....	32

1 EUROPASS



Website: <https://www.europass.si/>

Europass is a free website that allows you to gather information about your education, work experience, volunteer work etc. in easy systematic way. Europass is available in almost 27 languages. You can easily create your Biography, CV or even Cover letters.

Employers can demand that you send them Europass, but today is much more popular that you have resume on page in 2018 edition...more information about that later.

Europass is a good start, because you have all your information in one place, with exact dates, which allows you to create specific resume, CV, cover letter or motivation letter for specific internship or job offer.



Curriculum Vitae

PERSONAL INFORMATION

Betty Smith

32 Reading rd, Birmingham B26 3QJ United Kingdom

+44 2012345679 +44 7123456789

smith@kotmail.com

AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR

European project manager

WORK EXPERIENCE

August 2002 – Present

Independent consultant

British Council
123, Bd Ney, 75023 Paris (France)

Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002

Internship

European Commission, Youth Unit, DG Education and Culture
200, Rue de la Loi, 1049 Brussels (Belgium)

- evaluating youth training programmes for SALTO UK and the partnership between the Council of Europe and European Commission
- organizing and running a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition
- contributing to the steering group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the support measures

Business or sector European institution

October 2001 – February 2002

Researcher / Independent Consultant

Council of Europe, Budapest (Hungary)

Working in a research team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.

EDUCATION AND TRAINING

1997 – 2001

PhD - Thesis Title: 'Young People in the Construction of the Virtual University', Empirical research on e-learning

Brunel University, London United Kingdom

1993 – 1997

Bachelor of Science in Sociology and Psychology

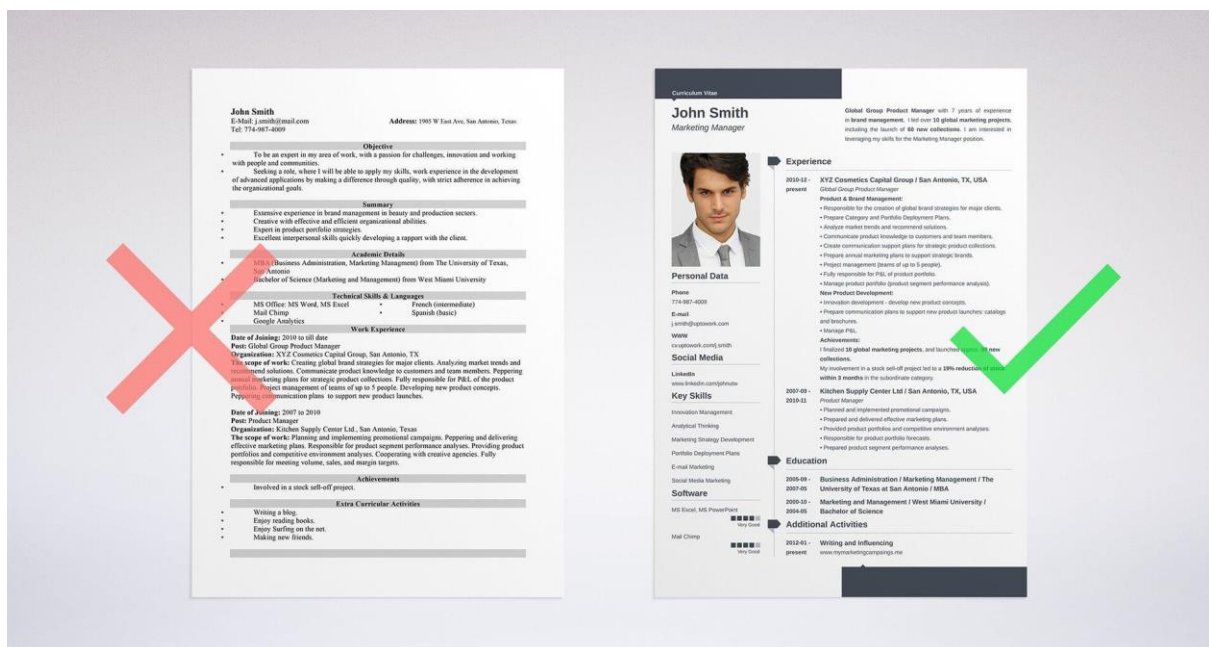
Brunel University, London United Kingdom

- sociology of risk
- sociology of scientific knowledge / information society
- anthropology
- E-learning and Psychology
- research methods

2 CIRRICULUM VITAE (CV) vs. RESUME

CV	RESUME
<ul style="list-style-type: none"> ➤ In-depth document ➤ 2 or more pages ➤ High level of detail ➤ Achievements ➤ Education ➤ Volunteering ➤ Work experience ➤ Accomplishments ➤ Chronological document ➤ Static document 	<ul style="list-style-type: none"> ➤ Brief document ➤ One page ➤ Individual stand out ➤ Adaptation for each application ➤ Doesn't have to be chronological ➤ Highly customisable document

3 HOW TO WRITE CV



NAME, PROFESSIONAL TITLE AND CONTACT DETAILS

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. Under no circumstances should you title your CV with 'curriculum vitae' or 'CV' as it's a waste of valuable space. Treat **your name** as the **title** instead.

When it comes to your contact details, your **email address, skype and phone number(s)** are essential. Once upon a time, it was customary to include your full address on your CV. Today, you simply need to list your **town and county**.

If you like, you can also include a link to your LinkedIn profile in this section – but only if it's up date!

PERSONAL PROFILE

A personal profile, also known as a personal statement, career objective and professional profile, is one of the most important aspects of your CV. It's a short paragraph that sits just underneath your name and contact details giving prospective employers an overview of who you are and what you're all about.

You should change your profile to every job you apply for, highlighting specific qualities that match you to the role. Aim to keep your personal statement short and sweet, and no longer than a few sentences. To make the most of this section, you should try to address the following:

1. Who are you?
2. What can you offer the company?
3. What are your career goals?

EXPERIENCE AND EMPLOYMENT HISTORY

Your employment history section gives you a chance to outline your previous jobs, internships and work experience.

List your experience in **reverse chronological order** as **your recent role** is the most relevant to the employer.

When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises the role. Then bullet point your key responsibilities, skills and achievements, and bolster each point with powerful verb and figures to support each claim and showcase your impact. It helps to choose the duties most relevant to the job you're applying for, especially if it's a long list.

EDUCATION AND QUALIFICATIONS

Like your experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there. Grades are not necessary to include.

If you have a degree, you could list a few of the most relevant modules, assignments or projects underneath.

For professionals that are a little further along in their careers, or have many certificates in their repertoire, you should also mention those.

ADDITIONAL SECTIONS

There is a range of additional sections that may strengthen your CV and highlight your skills. Here are just a few you can include if you have room:

Key skills: If you're writing a functional CV or have some abilities you want to show off to the employer immediately, insert a key skills section underneath your personal profile. You should aim to detail four to five abilities at most.

Hobbies and interests: If you feel that your CV is lacking, you can boost your document by inserting a hobby and interests' section at the end. Be careful though; avoid listing hobbies that don't add value to your CV or are run-of-the-mill, like reading. Draw on interests that make you stand out or are relevant to the job.

4 HOW TO WRITE A RESUME



Jane Roe

Business Development Manager

Professional Business Developer with more than four years of experience in the business development processes. Involved in product testing, management, and development of new business opportunities.



jane.roe@gmail.com



202-555-0166



New York, USA



linkedin.com/in/jane.roe



jane.roe

SKILLS

SEO

Public Speaking

Negotiation

Teamwork

Decision Making

Research & Strategy

Emotional Intelligence

Outbound Marketing

Email Marketing

Google Analytics

Sales & Marketing

LANGUAGES

English



Spanish



French



WORK EXPERIENCE

Business Development Manager

AirState Solutions

09/2014 – 06/2017

New York, USA

- Successfully managed \$2 - 3 million budget projects and successfully achieved the project scheduled goals.
- Developed and implemented new marketing and sales plans and defined the strategy for the next 5 years.
- Reviewed constantly the customer feedback and then suggested ways to improve the processes and customer service levels which increased the satisfaction rate from 81% to 95%.
- Ensured that new clients will grow into a loyal customer base in a specialist niche market by implementing a new loyalty program.

Business Development Assistant

AirState Solutions

08/2012 – 09/2014

Chicago, USA

- Increased the customer satisfaction rate by 25% by improving the customer service.
- Planned, supervised, and coordinated daily activity of 3 junior business analysts.
- Improved the communication with the Marketing department to better understand the competitive position.
- Directed the creation and implementation of a Business Continuity Plan, and the management of audit programs.

ORGANIZATIONS

American Management Association (2015 – Present)

Association of Private Enterprise Education (2014 – Present)

eBusiness Association (eBA) (2013 – Present)

EDUCATION

MSc in Economics and Business Administration

The University of Chicago

09/2008 – 06/2010

HONOURS AND AWARDS

Jury Member, Venture Cup Entrepreneurship Competition (2016)

Venture Cup USA

Sales Individual & Business Development Award (2015)

AirState Business Awards

Excellence in Customer Partnering Award

IES - Institute of Excellence in Sales

1. Choose a resume template (there are many free websites with free templates)
2. Include your contact information
3. Write your professional summary
4. Focus on your achievements
5. Match your skills to the ones in the job ad
6. Use resume keywords and action verbs

WHAT ARE DIFFERENT RESUME FORMATS?

There are three types of resume formats: reverse chronological, functional or skills-based, and a combination of the two. Choosing which one to use depends on the type of job you are applying for and your level of experience.

1. **Reverse chronological resume format** - this is the most popular resume and is ideal for people with plenty of work experience that is relevant to the role which they are seeking.
2. **Functional/skills-based resume format** – if you lack relevant work experience because you are a student/recent graduate, or you are looking to make a career change, the skills-based format is a good choice.
3. **Combination resume format**– this is a great choice if you have a diverse set of skills and work experiences that you feel are relevant to the desired role.

What Is the Best Resume Layout?

The first thing a job recruiter notices about any resume is the layout. Does it look **organized** or cluttered? Is it too short or too long? Is it boring and ignorable, or does it scream out »**Read me**«?

This is what you must consider when choosing a resume layout. There are some general layout principles that apply no matter where and with whom you are applying for work.

RESUME LAYOUT MUST HAVES

- One page in length (max 2)
- Clear section headings
- Ample white-space, especially around the margins
- Easy-to read- font

WHAT SECTIONS TO INCLUDE ON A RESUME?

The most important sections for a resume are:

- Contact Information
- Professional Resume Summary
- Professional Title
- Work Experience
- Skills
- Education

Hobbies and Interests

Many people wonder if they should include a list of interest or hobbies on their resume. The answer is **that it depends**.

You can either incorporate the skills and experiences gained through these pursuits into other sections, such as **Organizations** or if your hobbies are highly relevant to the position, you can give them their own section. **There can be great value in showing your diverse interests to a potential employer.**

DOs

- Name, phone number, email address, current location of residence (city and country)
- Consider social media profiles – relevant to the position (LinkedIn, Twitter...) **Skype** is must have if you are applying for a position in another country!
- Professional headshot/photo

DONTs

- Unprofessional email address
- Information about nationality, religion, marital status

INCLUDING ACHIEVEMENTS IN A RESUME (Work Experience Section)

IDEAL

- In charge of the full renovation of the hotel with a 5M € budget. Completed the project 3 months before the deadline and respecting the budget.

NOT IDEAL

- Completed the renovation of the hotel before deadline and within the budget limit.

SKILLS AND RESUME

Resume should include a combination of hard skills and soft skills. You should mention only skills that are

A) Mentioned in the job description

B) Skills that you can qualify you have

Examples of skills

HARD SKILLS

- Financial ratio analysis
- Proficiency with specific software
- Written or verbal communication
- Negotiation

SOFT SKILLS

- Emotional intelligence
- Active listener
- Service orientated
- Mentoring towards others

ADDITIONAL SECTIONS FOR A PROFESSIONAL RESUME FORMAT

Extra sections to consider include

- Achievements (E.g.: scholarships or industry awards).
- Organizations (E.g.: memberships in professional associations).
- Certifications (E.g.: professional designations).
- Conferences/Courses attended
- Languages spoken.

RESUME WRITING AND EDITING ADVICE

- **One resume DOES NOT fit all job applications**
- Be selective with what you include, **do not repeat** information
- **Show** you **achievements**, not responsibilities
- Follow a proofreading checklist

ACTION VERBS TO USE IN A RESUME

- Organized
- Coordinated
- Programmed
- Operated
- Built
- Formalized
- Launched
- Introduced
- Developed
- Reduced
- Decreased
- Achieved

5 COVER LETTER VS. MOTIVATION LETTER

COVER LETTER	MOTIVATION LETTER
<ul style="list-style-type: none">➤ Additional document sent with resume, to provide additional information on your skills and experience➤ Detailed information on why you are qualified exactly for the job you are applying for➤ One-page long max.	<ul style="list-style-type: none">➤ Letter of introduction sent with resume or CV➤ Purpose: to persuade an HR specialist that you are the most suitable candidate for a given position➤ Explanation why are you interested in specific activity, your motives...➤ One-page long max.

6 HOW TO WRITE A COVER LETTER

BASIC SAMPLE COVER LETTER

Your Street Address
Your City, State Zip

BLOCK STYLE- all sections
left-aligned

Date

Name of Recipient
Title
Company
Address

NOTE: formal business letters should have margins of at least one inch around the entire page. These reduced-size examples do not necessarily illustrate that practice.

Dear Name of Recipient:

INITIAL PARAGRAPH: State the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (i.e., Career Services Center, news media, friend, employment service) you learned of the opening. Some examples include:

I am writing to express my interest in the position of _____.
Your advertisement in the _____ for a _____ seems to perfectly match my background and experience.
I am writing to you at the recommendation of _____.
In response to your job posting for a _____ on your company's website, I have attached my resume for your consideration.
If you are seeking a talented, motivated salesperson for your outside sales team, I believe my skills and background are a good match for your organization.

SECOND PARAGRAPH: Indicate **why you are interested** in the position, the company, its products or services. Demonstrate that you have researched the organization by stating something about their mission, latest products, business ventures, etc. State clearly **what you can do for the employer**. If you are a recent graduate, **explain how your academic background makes you a well-qualified candidate**. If you have some practical work experience, **point out your specific achievements or unique qualifications**. Try not to repeat the same information the reader will find in your resume. Refer the reader to the enclosed resume or application form which summarizes your qualifications, training and experience. **Sell yourself! Convey enthusiasm!** Some examples include:

My qualifications for the position include . . .
I believe my background in . . .
I have experience/education in the field of . . .

THIRD PARAGRAPH: In the closing paragraph, **indicate your desire for a personal interview** and your flexibility as to the time and place. Repeat your telephone number in the letter and offer any assistance to help in a speedy response. Finally, **close your letter with a statement or question which will encourage a response**. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Some examples include:

I look forward to discussing my qualifications with you further in person . . .
Should you be interested in my qualifications . . .
For an interview, I can be reached at . . .

Sincerely,
Your Signature

Your Name

The sample cover letters included in this guide illustrate a variety of styles and formats. All of the identifying information on the letters is fictitious.

A COVER LETTER MUST:

- introduce you
- mention the job (or kind of job) you're applying for (or looking for)
- match your skills and experiences with the skills and experiences required by the job
- encourage the reader to read your resume
- finish with a call to action (for example, requesting an interview or asking to meet).

A cover letter shouldn't be more than **one page**. It's only meant to be a summary of the information you put in your resume, so remember to **keep things short**.

You should never use the same cover letter for different job applications. Your cover letter needs to show that you know what the job involves and what the organisation is looking for. To do this you need to be as specific as you can about your skills and qualities and how they match the job or organisation's needs.

Here are three simple ways to make your cover letter as specific as possible:

FIND OUT WHO TO ADDRESS IT TO

Try not to address your letter "To Whom It May Concern" if you can. Finding out who to address your application to takes a little bit of effort, but it's worth it. If you found the job in an ad, the ad will probably name a person to send the application to. If not, contact the employer or advertiser and ask who to send the application to. It's best to call if you can, but you can also email them if you don't have a contact phone number for them.

If you manage to find out the person's name, don't use their first name. Use either »Mr.« Or »Ms.« And their last name instead.

FIND OUT MORE ABOUT THE JOB

When finding out who to address your application to, you could also try to contact that person, so you can ask questions that can help you match your cover letter (and resume) to the job.

Questions you could ask include:

- Does the job involve working as part of a team?
- Who would I be reporting to if I got the job?
- Can you tell me more about the kind of people you're looking for?
- Is there a position description I can look at (only ask this if the job ad didn't mention a position description)?

FIND OUT MORE ABOUT THE COMPANY

Finding out more about a company is another good way to work out how to tailor your cover letter. Here are some tips:

- If you know the name of the company, look for information online.
- If the company has a website, visit it (especially their About Us page).
- If the company name isn't in the ad, call the recruitment agency or advertiser and ask who the employer is.

WHAT TO INCLUDE IN COVER LETTER:

YOUR NAME AND CONTACT DETAILS

Put your name and contact details at the top of your cover letter. You don't have to give your postal address, but you do need to include your **email and phone number**. Make sure you'll be able to answer the number you give.

THEIR NAME AND CONTACT DETAILS

Under your own name and contact details you should include:

- the name of the person you're writing to
- their position or the name of their company
- their contact details.

If you're having trouble finding this information you can call the company to ask who you should address your application to. You can also use *To Whom It May Concern* but try to only use this as a last resort.

THE NAME OF THE JOB YOU'RE GOING FOR

At the start of your cover letter you need to explain which job you're applying for.

You can either do this on a line by itself (for example, "Re: Application for Stock Controller position") or in the opening paragraph (for example, "I am writing to apply for the recently advertised Stock Controller position.").

A LIST OF YOUR RELEVANT SKILLS

Your letter should include a summary that matches your skills and experiences to the job description. **A short bullet-pointed list is fine.** If you're answering a job ad, either the ad or the position description may provide a list of skills and experiences that are essential for doing the job. It may also provide a list of "desirable" skills and experience. **Your cover letter needs to respond to all the items on the "essential" list** and as many items as possible on the "desirable" list in as short a way as possible.

A SUMMARY OF WHY YOU'RE RIGHT FOR THE JOB

After listing your skills and experience you should explain why these mean you're suited to the job (for example, "The combination of my interest in AFL and my experience with book-keeping makes me ideally suited for this job.")

DO NOT INCLUDE IN YOUR COVER LETTER

- Typos or mistakes
- Including your whole resume
- Using "I" too much

EMAIL COVER LETTERS

Sometimes you'll be asked to send your cover letter as an email instead of a separate document. If this happens you should:

- write your name and the job title in the email subject line (for example, "Jayani Lal - Application for Administration Assistant role")
- remember you still need to use the name of the person you're writing to
- avoid formatting the body of the email like a letter - leave out the contact details and just go straight to the "Dear XXXX" part.
- end the email with a professional signature that includes your phone number
- always send the email from a professional email address.

7 HOW TO WRITE MOTIVATION LETTER

- Short and precise
- Maximum 1 page
- Introduce yourself
- Show your interest

THE MOST IMPORANT POINTS TO INCLUDE IN YOUR MOTIVATION LETTER ARE:

- Your name and contact details
- The name of the company you are applying to and its address
- Date of sending the application
- Dear Sir/Madam, (or their name if it is known)
- Content (this will be explained in more details)
- Sincerely, (or similar)
- Signature

Max Mustermann ♦ Musterstrasse 15 ♦ 50933 Köln ♦ Germany
Tel: + ♦ Cell: + ♦ eMail

Letter of Motivation

I would like to apply for a six months internship in your company starting in November 2006. Currently, I am studying Sports Management and economics in my third year at the German Sports University Cologne (Germany). My main fields of study are Sports Management, Marketing, Economics, Accounting and Psychology.

During my studies, I have found that my interests are focused particularly in the area of Marketing, with emphasis on marketing strategies and public relations.

I would like to visit South Africa and gain work experience in my field of study so as to broaden my horizons while enhancing my career profile. I feel I would be best utilised within the day-to-day business operations of the company and I feel comfortable both working within a team environment and on individual tasks. Completing an internship would give me an excellent insight into your company and be an outstanding opportunity for me to explore different working methods and practice the knowledge I gained at university.

Through my previous work experiences in a Sport marketing company in Sri Lanka, I have gathered good communication skills and am able to present my ideas in a fluent and confident manner. Friends and acquaintances all testify to the fact that I relate to people easily and that I am able to adapt quickly to new surroundings and situations. I have learnt to work towards, and achieve my aims with great commitment and perseverance.

An internship with you is of great interest to me and I look forward to hearing from you soon.

Please find here with my Curriculum Vitae for your viewing.

Yours sincerely,
Max Mustermann

HOW TO STRUCTURE THE CONTENT OF YOUR MOTIVATION LETTER

There are two ways in which you can structure the content in your Motivation Letter

- Having 3 paragraphs: An Introduction, the Body, and a Conclusion.
- Having 3 to 7 shorter paragraphs that are concise and express relevant information for the position you are applying for. Try to include between 1 and 3 sentences per paragraph in this format.

Whichever structure you choose, try to focus your content on the following ideas, which will increase the chances of your Motivation Letter being read and getting that long-awaited interview:

STEP 1: IDENTIFY THE PROBLEM

Firstly, it is important to understand that they are looking for someone to solve a problem or to increase the team. Read all the recent news about the company and find as much as possible why do they have this particular opening. Show in the first part that you are aware of the problem/challenge they are facing to have the recruiter's attention.

STEP 2: OFFER THE SOLUTION

You need to offer them the solution, which must be: **YOU!** Think about all the skills, achievements, education that makes you the perfect candidate to solve their challenge. Focus on all the awesome benefits they will get by hiring you.

STEP 3: CLOSE WITH CONFIDENCE

Like the opening, the closing part of your Motivation Letter is critical and needs to communicate confidence, proficiency and a high interest towards the company. A great example would be: *"I would love to find out more about the X department/company and how could I help as fast as possible."*

By focusing on these points in your Motivation Letter, you will have already shown them how passionate and hardworking you are without mentioning it.

8 ERASMUSINTERN



ErasmusIntern.org provides a place where companies and organizations can publish their internship offers and search for interns, and where students that want to do an internship abroad can have their profiles, search and apply for internships vacancies. You can sign up for free.

☒ I'm looking for an internship
☐ I'm offering an internship

Email

Password

Confirm password

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

H L 5 H b

☐ I agree with the [Terms and Privacy Policy](#) *

After you sign up, you should fill your profile. That way companies and organisations can see your profile, who you are and what are your experiences.

Example:

ERASMUS INTERN.org About How it works Digital Opportunities Quality Internships FAQ Partners Internships Contact us

The changes have been saved.

Personal Information:

Professional photo

First and Last name

Contact Information
Delete contact info Edit contact info

International relations; Administration work; Event planing; Slovenian language proof reading; Literature work;

About Me:
Student - University of Maribor; Faculty of Arts; Slovenian language and literature. Work experience September 2018-March 2019: Erasmus+ Assistant; Internship University of Ioannina (2016-2018): International Relations Office of University of Maribor. NGO Activity (2017- currently): KMŠ (Club of Maribor Students), International relations group. Club for Marketing Faculty of Economics and Business (University of Maribor). MKC Maribor - Bank of Ideas project ESN member (2015-2017) - 2 years and 3 months; positions: HR leader and local President. Hobbies: Poetry, Piano


Nationality Female **Greece, Ioannina** **Date of birth:**

Currently available


Add website and social

Edit personal information

Profile ESN Activities


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[Quality Internships](#)
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[Contact us](#)

[Profile](#)
[ESN Activities](#)




Profile Completeness

78%

Settings

Profile is visible

Recruiters can see your profile.

To change these settings go to  on the right side of your profile.

Education and Training

Institution name: Faculty of Arts; University of Maribor
Country: Slovenia
City: Maribor
Dates attended: Oct, 2015 to Jun, 2018
Degree: Bachelor
Field of Study: Languages and Philological Sciences
Summary:
 Slovenian language and literature. - History of Slovenian language, grammar, current language topics, slovenian literature and world literature.
☒ Currently enrolled

[Delete](#) [Edit](#)
[Add education and training](#)


Preferences

Desired Internship Title:
 International relations;
 Administration work; Event planing;
 Slovenian language proof reading;
 Literature work;
Internship Keywords:
 event, international, arts, literature, administration, culture, language.
Sector/Industry: Administration
 Art & Culture
 Human Resources

[Edit preferences](#)

Work Experience

Position: Student work
Company / Organization: International Relations Office of University of Maribor
Country: Slovenia
City: Maribor
Sector / Industry: Administration


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Work Experience


Position: Student work
Company / Organization: International Relations Office of University of Maribor
Country: Slovenia
City: Maribor
Sector / Industry: Administration
Time Period: Jan, 2016 to Sep, 2018
Description:
 Administration work, Erasmus+ files (Acceptance letters, Mobility tool); Erasmus+ housing; Excel work for Antlisyis purpose; Proof reading (slovenian language); Summer schools - applications, e-mails, evening program organisation.

[Delete](#) [Edit](#)

Position: Assistant
Company / Organization: INN d.o.o.
Country: Slovenia
City: Celje
Sector / Industry: Administration
Time Period: Aug, 2015 to Sep, 2017
Description: Summer job. Help with administration work and accounting.

[Delete](#) [Edit](#)

Position: Erasmus+ Assistant (intern)
Company / Organization: University of Ioannina - Economics department
Country: Greece
City: Ioannina
Sector / Industry: Administration


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Languages

English: Proficient User C1
 Croation: Basic User A1
 German: Basic User A1
 Serbian: Basic User A1
 Slovenian: Proficient User C2

[Add / Edit](#) [Delete all languages](#)

Skills

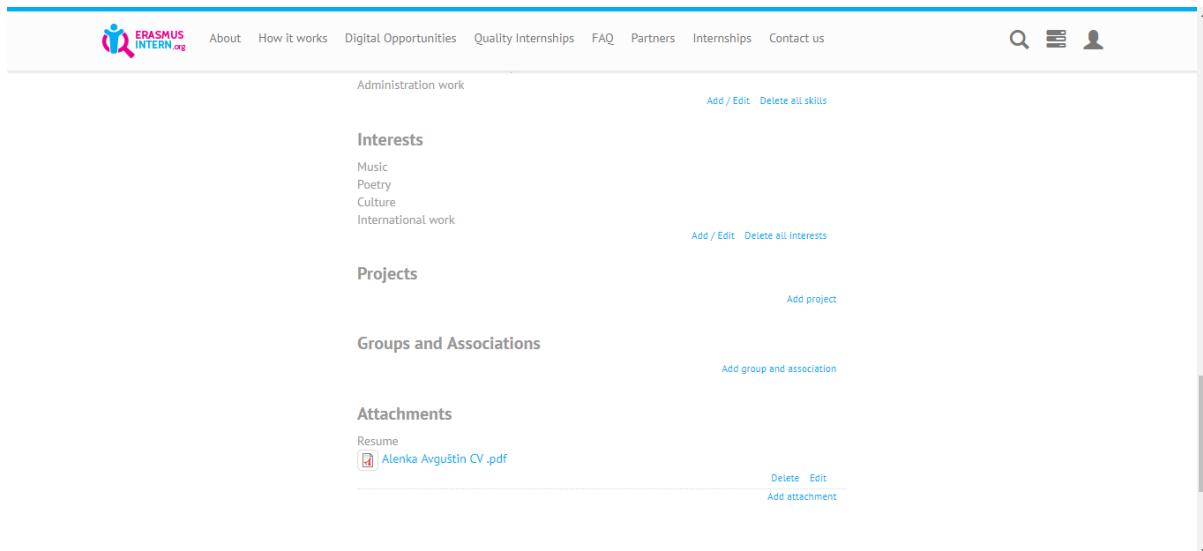
Communication
 Leadership
 Teamwork
 Constructive criticism
 International communication, work environment
 Administration work

[Add / Edit](#) [Delete all skills](#)

Interests

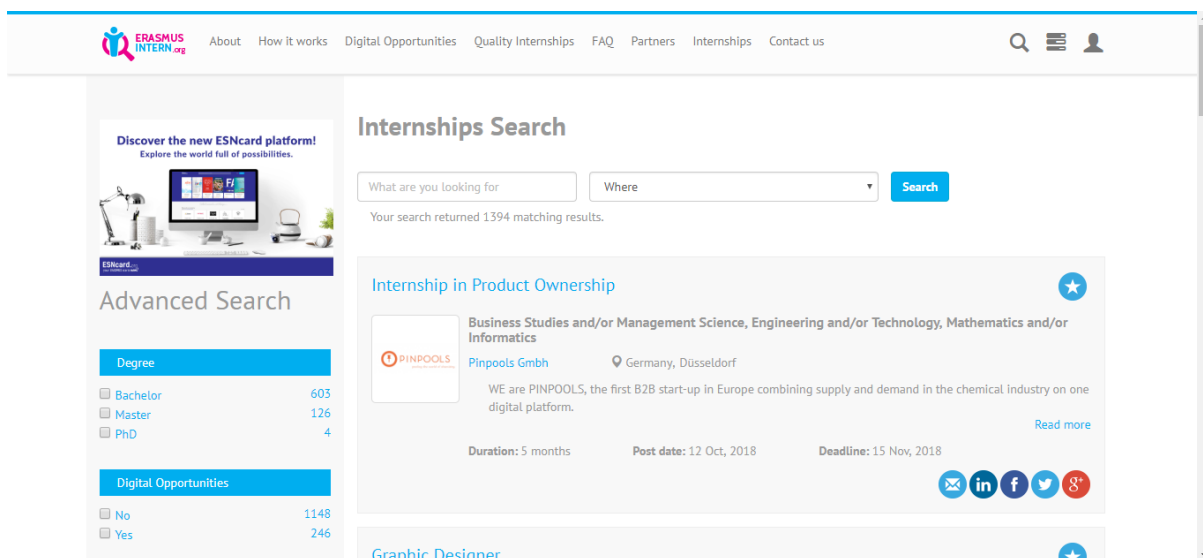
Music
 Poetry
 Culture
 International work

[Add / Edit](#) [Delete all interests](#)



Notice! At the end of your profile you can add attachments, that means that you can upload your Resume, CV, Europass...

SEARCHING FOR INTERNSHIPS



When you search for Internships, you can look for:

- paid internships (Erasmus+ grant from your University + monthly payment from company)

- unpaid internships with compensation (some companies pay for you accommodation, offer 2 or 3 free meals per day)
- volunteer internships; you can go for an internship in non-profit organisations

Be careful! On ErasmusIntern there are some in between companies, that are connecting students and companies. This in between companies charge you up to 100 € just for paperwork and to connect you with actual company where you want to work at.

When you search for internship you can search by:

- Country

Advanced Search

Degree	
<input type="checkbox"/> Bachelor	603
<input type="checkbox"/> Master	126
<input type="checkbox"/> PhD	4

Digital Opportunities	
<input type="checkbox"/> No	1148
<input type="checkbox"/> Yes	246

Field of studies	
<input type="checkbox"/> Business Studies and/or Management Science	731
<input type="checkbox"/> Communication and Information Sciences	659
<input type="checkbox"/> Languages and Philological Sciences	280
<input type="checkbox"/> Engineering and/or Technology	252
<input type="checkbox"/> Art and Design	192

- Bachelor, Master, PhD (don't worry if you are still studying and haven't finished your bachelor yet, you can also apply for internships)
- Filed of Studies – if you have work or volunteer experience you can also search in field that is not connected with your studies.

Duration	
<input type="checkbox"/> 6 months	495
<input type="checkbox"/> 3 months	484
<input type="checkbox"/> 2 months	134
<input type="checkbox"/> 4 months	97
<input type="checkbox"/> 12 months	76
<input type="checkbox"/> 5 months	68
<input type="checkbox"/> 9 months	17
<input type="checkbox"/> 8 months	11
<input type="checkbox"/> 10 months	6
<input type="checkbox"/> 7 months	5
<input type="checkbox"/> 11 months	1

Compensation	
<input type="checkbox"/> No financial compensation	680
<input type="checkbox"/> Financial compensation	602

Commitment	
<input type="checkbox"/> Full-time	1094
<input type="checkbox"/> Part-Time	300

Language	
<input type="checkbox"/> English	1094
<input type="checkbox"/> Spanish	300

- Duration – for how long you wish to go on Internship
- Financial compensation (monthly payment or other compensation)
- Commitment

Languages	
<input type="checkbox"/> English	1290
<input type="checkbox"/> Spanish	117
<input type="checkbox"/> German	79
<input type="checkbox"/> Italian	77
<input type="checkbox"/> French	63
<input type="checkbox"/> Portuguese	14
<input type="checkbox"/> Dutch	8
<input type="checkbox"/> Greek	7
<input type="checkbox"/> Danish	6
<input type="checkbox"/> Norwegian	6
<input type="checkbox"/> Polish	6
<input type="checkbox"/> Russian	6
<input type="checkbox"/> Finnish	5
<input type="checkbox"/> Turkish	5
<input type="checkbox"/> Chinese (Mandarin)	4
<input type="checkbox"/> Czech	4
<input type="checkbox"/> Hungarian	4
<input type="checkbox"/> Arabic	3
<input type="checkbox"/> Romanian	3
<input type="checkbox"/> Swedish	3
Show more	

- Languages – some internships demand that you speak English and other foreign language, here you can choose the languages that you know.

For some internships you can apply only on ErasmusIntern website and send them motivation or cover letter via ErasmusIntern. And some Internships have a contact, usually email address where you can send your Resume or CV.

Most of the Internships have a deadline – date until you can apply for Internship. After you send application you will most probably have Skype interview. More about interview soon.

OTHER WEBSITES WITH INTERNSHIP OFFERS:

- <https://studandglobe.com/en/>
- <https://de.indeed.com/>
- <https://www.trainingexperience.org/>
- <http://www.european-funding-guide.eu/internship?city=dresden&term=&country=de>

9 LIVING COSTS

Because not all Internships offer payment or compensation you are left only with Erasmus+ grant from your University, for easier planning and better decision where to go, you can check living costs by countries and cities:

<https://www.numbeo.com/cost-of-living/>

There are a lot of questions and wondering before leaving home country that are not connected just with money. For that you can visit the following website:

<https://movineurope.esn.org/ambassadors/>

Erasmus Ambassadors are former or current students that have already experienced Erasmus+ mobility and can help you with questions about the country, city and share their Erasmus experience with you.

ERASMUS GRANDS University of Ioannina:

<http://erasmus.uoi.gr/info/60/kinitikotita-foititon-me-skopo-tin-praktiki-askisi>

10 HOW TO ACE SKYPE INTERVIEW

- **Create your set.** You want to make sure you angle your computer correctly and sit with an uncluttered background behind you. That means no background shots of your dorm bed. Also, try to avoid backgrounds with large art (especially heavy metal band posters) on the walls. Remember, you are a professional—your background should look professional as well.
- **Look at the camera.** When most people are doing Skype interviews, they tend to look at themselves. You want to make eye contact with the employer and the way to do that is to avoid looking directly at yourself and to look right into the camera. Think of this as your way to make direct eye contact.
- **Dress for success.** Yes, this is a virtual interview, but they can still see you. Make sure you are dressed up the way you would if you were going to the office. A button-down shirt and a blazer is always a great choice for a Skype interview—for guys and girls. A word to the wise. Don't just dress up from the waist up just because the interviewer can't see below your waist. Dressing up also has to do with how you feel, and sweatpants will make you feel half ready for the interview.
- **Check the employer skype name.** In order to do a Skype interview, you will need to connect with the employer on Skype a few minutes before the interview. You'll need their Skype username in order to connect. Make sure you find the employer on Skype the day before the interview. You want to allow time just in case you have an issue finding their username.
- **Confirm the volume.** Before you start the interview, confirm that the employer can hear you and see you properly. You want to make sure everything is working properly before you get started.
- **Pump up the energy.** You have a virtual wall between you and the employer, so you want to make sure you show off your personality. Be upbeat and energetic during the interview.

- **Take it seriously.** Although it may not feel as intense because you are not at a brick and mortar office, take the Skype interview seriously. This is the way the company will be selecting their interns. If you don't take it seriously, it will show in the interview.

Articulate your words clearly. Again, you have a virtual wall between you and the employer. Make sure you don't speak too fast and don't rush your words. Take the time to clearly articulate everything you are saying.

- **Show your passion.** Just as you would in an in-person interview, make sure the potential employer leaves the interview knowing how passionate you are about the company and the position. If you can't express that while answering questions, make a point to mention it at the end of the interview. Say something like, "I just want you to know how passionate I am about this company and this specific internship position. I really would love to work for you."
- **Ask questions.** When potential employer gives you a chance to ask questions about internship and work, ask detailed questions. That way you might figure out if internship is right for you or not. You don't want to be bored when you move to another country.

QUESTIONS TO ASK AT THE END OF THE JOB INTERVIEW

- Can you tell me more about the day-to-day responsibilities of this job?
- What do you think are the most important qualities for someone to excel in this role?
- Describe the culture of the company.
- What are the biggest opportunities facing the company/department right now?
- What are the biggest challenges facing the company/department right now?
- What do you like best about working for this company?

- What are the next steps in the interview process?

11 LIST OF SKILLS AND COMPETENCES

SKILLS	COMPETENCES
➤ Listening	➤ Accountability
➤ Nonverbal communication	➤ Negotiation
➤ Persuasion	➤ Adaptability
➤ Presentation	➤ Ambition
➤ Storytelling	➤ Assertiveness
➤ Verbal communication	➤ Coaching
➤ Writing skills	➤ Commercial Power
➤ Adaptable	➤ Conduct
➤ Artistic sense	➤ Public speaking
➤ Creativity	➤ Conflict Management
➤ Critical observer	➤ Controlling Progress
➤ Critical thinking	➤ Customer Orientation
➤ Desire to learn	➤ Decisiveness
➤ Innovator	➤ Flexible Behaviour
➤ Flexible	➤ Focus on Quality
➤ Logical thinking	➤ Leadership of Groups

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|----------------------------|---------------------------------|
| ➤ Resourceful | ➤ Managing remote/virtual teams |
| ➤ Think outside of the box | ➤ Networking |
| ➤ Tolerant to change | ➤ Planning and Organizing |
| ➤ Delegation | ➤ Written Expression |
| ➤ Facilitating | ➤ Problem solving |
| ➤ Giving clear feedback | ➤ Deal making |
| ➤ Inspiring | ➤ Decision making |
| ➤ Management | ➤ Stay on task |
| ➤ Mentoring | ➤ Work well under pressure |
| ➤ Confident | |
| ➤ Cooperative | |
| ➤ Energetic | |
| ➤ Friendly | |
| ➤ Honest | |
| ➤ Patient | |
| ➤ Respectable | |
| ➤ Social skills | |
| ➤ Team player | |
| ➤ Motivated | |
| ➤ Multitasking | |
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