



CV PREPARATION AND INTERNSHIP- JOB APPLICATION TECHNIQUES



- Internship4All is a Consortium for **Erasmus Higher Education Mobility for Studies**.
- The Consortium consists of **8** higher education institutions.
- The mobility programme is financed by the European Commission and the grants are awarded by Turkish National Agency.
- It is a **platform** that gather and coordinate the expertise of all member institutions.



INTERNSHIP4ALL



- Help improve cooperation between Universities and Industry, as well as NGOs and professional associations,
- Ensure students holding the most valued skills by employers join the labour market,
 - (1) Provide students with the opportunity to gain international experience and vision while contributing to their academic improvement,
 - (2) Help students further develop adaptability skills essential for multicultural working environments,
 - (3) Help students find career paths.





PROGRAMME SCHEDULE

10:30 – 11:00 : Presentation

11:00 – 12:30 : Review of CV Samples

Group or collective session depending on the number of students

12:30 – 13:30 : Lunch

13:30 – 13:45 : Presentation

13:45 – 15:30 : Job interview role play

Students will:

Form groups,

Find the most suitable online job postings

Role-play job interviewer/interviewee

Share feedback

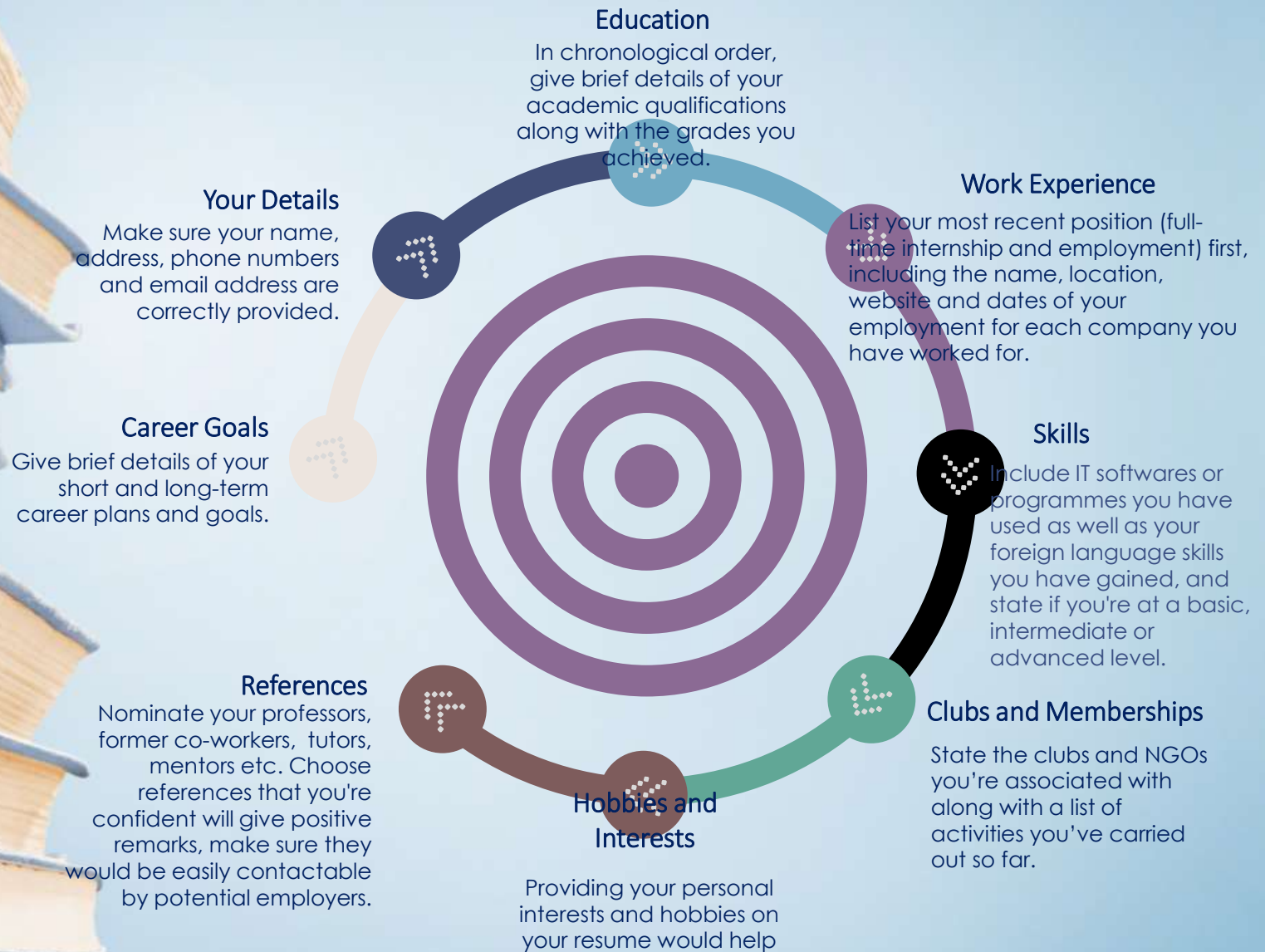


CV PREPARATION

- 1- CV should be brief and precise
- 2- The right performance indicators must be present
- 3- Page Layout & Format
- 3- Get your application submitted in a timely manner
- 4- Have more than one person review and share feedback on your resume



What should be on a CV?



CV should be brief and precise



- A normal CV should be around **2-3 pages**
- Make sure your photo is **a professional-looking headshot.**
- **Avoid using outlandish or unusual fonts** on your resume.
- Aim to **use bullet points** wherever possible to highlight your responsibilities & achievements in each positions .
- Use **bold text** to highlight key words in your CV.



CV should be brief and precise



- Focus on the nature and content of what you do: I provided support for... / I reported... / I analysed... / I kept track of...
- Make sure you provide a right description of your position in the process
- Be **brief, clear and precise**.
- Make sure your CV is comprehensible to the average person. Avoid using sector/area-specific language (abbreviations, acronyms or specific terms).





Right Indicators

- Ensure the **accuracy** of every detail on your CV.
 - ✓ Your start and end dates of employment,
 - ✓ Graduation date,
 - ✓ Contact details
- Highlight **your experience / capabilities and skills** regarding the position you apply for
 - First page
 - When applying for an academic position, make sure you provide comprehensive details of your academic career.



Right Indicators



- Include **figures** if possible
 - How many key accounts you were responsible for?
 - How strong was your sales performance?
 - ...
- See other people's resumes working in the industry you wish to enter



Social Media

“If I were you I would be very careful about what I post online because **Google** never forgets...”

Important Tips

Professionalize your social media!
Share your **abilities, skills, experience,**
and your portfolio if you have one..

Keep yourself up-to-date with top
companies, leading experts and
important events.

You can now land a job through social
media! See if you can match your skills
with a job's requirements. If yes, **submit
your resume.**



Timing!



- As hiring professionals have limited time to review your application letter, they would quit browsing the Applicant Pool a while after they posted the job opening online (15 to 30 days).
- When it comes to applying to a job, timing can be everything...
- Search for job postings whenever you can, wherever you can (sort and filter jobs), send an email to companies that haven't posted a job opening online.



Page Layout

- Alignement
- Headings
- Lower/Upper Case
- Font Type and Size
- Use the same font type for the same text
- Line and paragraph spacing



Have more than one person review and share feedback on your resume





- Make sure you **read over your resume several times...**
- Have more than one person review and share feedback on your resume
- Be careful with your spelling, grammar, and punctuation
- Be careful with your fonts and alignment
- Make sure your contact details on your resume is up to date. Choose a professional email address for your resume



EUROPASS CV

- Functional and competency-based
- **Information:**
<https://europass.cedefop.europa.eu/tr/about>
- **Samples:**
<https://europass.cedefop.europa.eu/documents/curriculum-vitae/examples>



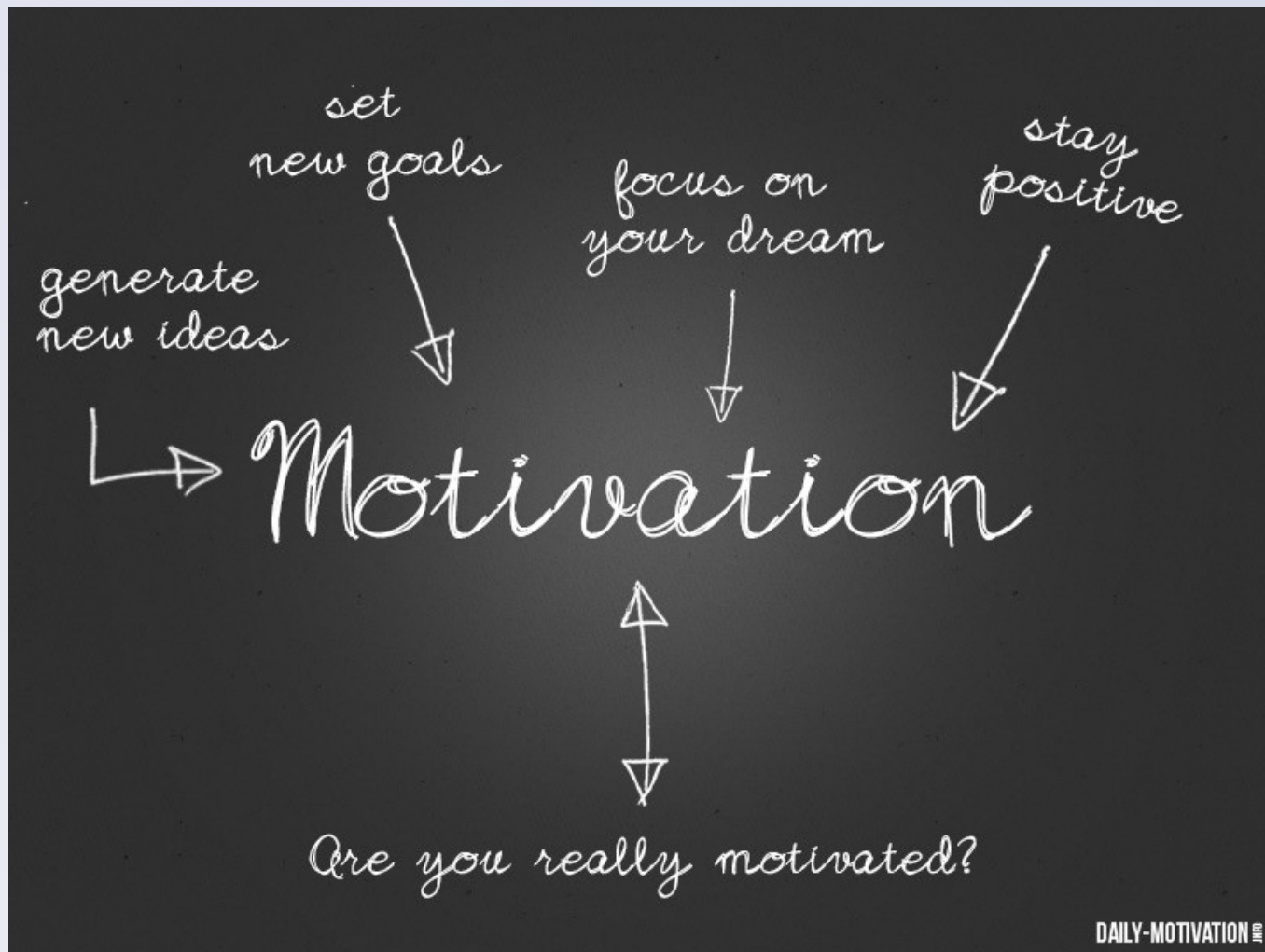
 Özgeçmiş	
KİŞİSEL BİLGİLER	Hilal Erkoca
	 _____, _____ İstanbul (Türkiye)
	 _____
	 hilal.erkoca@altinbas.edu.tr
BAŞVURULAN ILAN	Erasmus Office
İŞ DENEYİMİ	
02/01/2018–Devam ediyor	Erasmus Specialist Altınbaş University, Erasmus Office, İstanbul (Türkiye) -Implementing and monitoring KA103 and KA107 Projects of the University -Organizing incoming students/staff and outgoing students/ staff mobilities and related documents -Assisting Consortium Project and Youth Exchange Activities
06/02/2017–02/01/2018	Student activities and communication specialist Altınbaş University, İstanbul (Türkiye) - In charge of 60 Student Club and the Student Council of the University
02/11/2015–06/02/2017	Operations Executive 1481 Event Management (official agency of GS Sport Club), İstanbul (Türkiye)



KEY TO SUCCESS



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MOTIVATIONAL LETTER (COVER LETTER)



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Specifications:

- Motivational letters should be between half a page to one full page in length.
- Begin your letter by addressing the hiring manager directly
- Put a date on your cover letter
- Use an appropriate salutation (To Whom It May Concern, Dear Human Resources Manager, Dear Sir or Madam, Dear Company Name Recruiter etc.)
- End your letter it with an appropriate closing, followed by your name, followed by your signature.

MOTIVATIONAL LETTER (COVER LETTER)



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Content;

- Include contact person's name, title, and address
- Focus on how you can contribute to the organization
- Tell how your skills and personal qualifications match the employer's needs
- Your motivation – your future resume



MOTIVATIONAL LETTER (COVER LETTER)



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Paragraph Layout

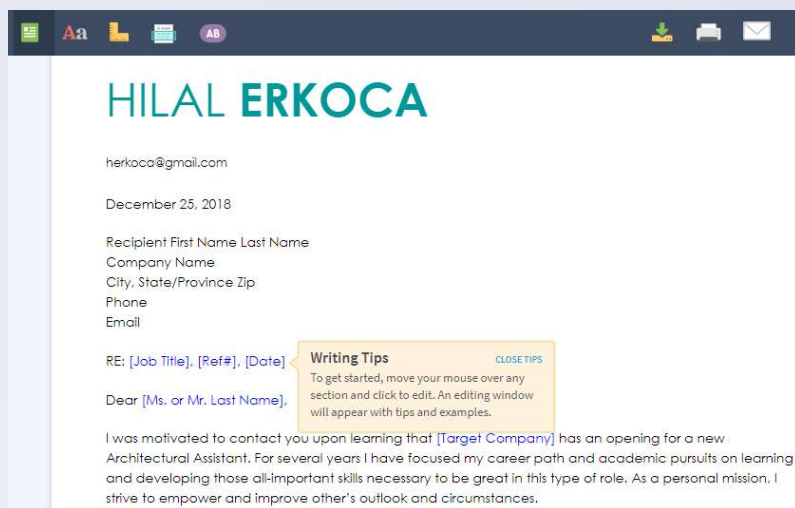
- Opening Paragraph (keep it short) – Introduce yourself, give a summary of your background that make you qualified for the position.
- Middle Paragraph – List the reasons why you apply for the position
- Second Middle Paragraph – Why makes you the best candidate for the job?
- Conclusion Paragraph - contact information and closing

COVER LETTER SAMPLES

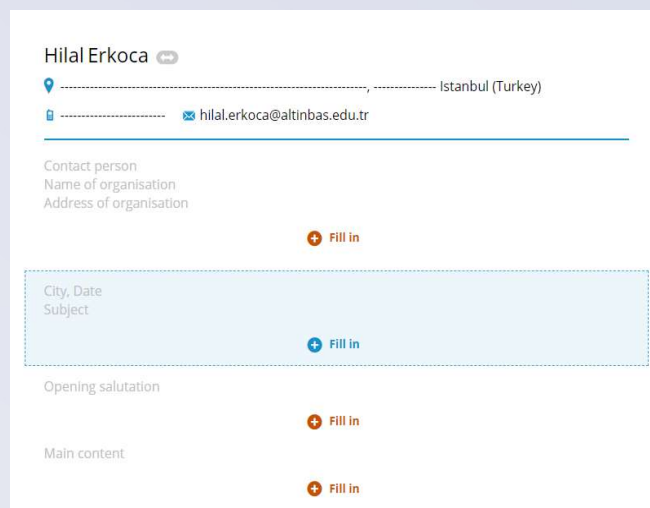
<https://europass.cedefop.europa.eu/editors/en/cl/compose>

<https://www.cover-letter-now.com/build-letter?doctypecode=LETR>

<https://www.kickresume.com/en/help-center/engineering-cover-letter-samples/>



The screenshot shows a word processor interface with a dark blue header bar containing icons for font, layout, insert, and email. The main content area is white and contains a cover letter template for Hilal Erkoca. The name 'HILAL ERKOCA' is in large, bold, teal letters. Below it is the email 'herkoca@gmail.com' and the date 'December 25, 2018'. The recipient information is listed with placeholders: 'Recipient First Name Last Name', 'Company Name', 'City, State/Province Zip', 'Phone', and 'Email'. The subject line is 'RE: [Job Title], [Ref#], [Date]'. A 'Writing Tips' box is visible, stating: 'To get started, move your mouse over any section and click to edit. An editing window will appear with tips and examples.' The salutation is 'Dear [Ms. or Mr. Last Name]'. The main body of the letter starts with 'I was motivated to contact you upon learning that [Target Company] has an opening for a new Architectural Assistant. For several years I have focused my career path and academic pursuits on learning and developing those all-important skills necessary to be great in this type of role. As a personal mission, I strive to empower and improve other's outlook and circumstances.'



The screenshot shows a cover letter form with a white background. The name 'Hilal Erkoca' is at the top. Below it are fields for location (Istanbul (Turkey)) and email (hilal.erkoca@altinbas.edu.tr). The form has several sections with 'Fill in' buttons: 'Contact person', 'Name of organisation', 'Address of organisation', 'City, Date', 'Subject', 'Opening salutation', and 'Main content'.



THANK YOU 😊



JOB / SKYPE INTERVIEW:

MOST COMMON JOB INTERVIEW QUESTIONS

- Tell us a little about **yourself**.
- Why do you **want this job**?
- Why do you think you are **suitable** for this position?
- What are your **biggest weaknesses**?
- What are your **career goals**?
- What kind of **work environment do you like best**?
- Why did you choose **this career**?
- What **motivates you**? What **breaks your motivation**?
- What do you know about our company?
- What's your **greatest accomplishment** so far?
- Can you work well under **deadlines** and **pressure**? / How do you handle **stress**?
- What **extracurricular activities** were you involved in during your university years?
- **Why should we hire you**?
- COMPETENCY-BASED INTERVIEW QUESTIONS



Wrong Answers:

- Because I need a job/an internship and I really, really want this job/internship.
- I am a responsible and hardworking person and I really want to work for this company.



Right Answers:

- Because I'm looking to continue my career along this path. I gained work experience that will help me with this job.
- I have the experience and qualifications necessary to do the job. For instance...
- I have researched, and fully understand what the job will entail. I know how to effectively deal with challenges that the job will bring. For example...



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TIPS FOR A SUCCESSFUL JOB INTERVIEW



- Remain cool 😊
- Make sure your equipment works
- Research the company and the role before your interview
- Re-read the job description. Make sure to match the employer's requirements.
- Research the job requirements/qualifications if necessary
- Clarify your selling points. Emphasize your job-related strengths
- Remember that your interviewer is trying to get to know you 😊
- Try to get to know them – ASK QUESTIONS!

TIPS FOR A SUCCESSFUL JOB INTERVIEW

<u>APPEARANCE</u>	<u>SHOW CONFIDENCE</u>	<u>GOOD MANNERS</u>	<u>MOTIVATION</u>
<u>COMMUNICATION</u>	<u>SKILLS AND ACCOMPLISHMENTS</u>	<u>EXPRESS YOURSELF WITH CONFIDENCE</u>	<u>BODY LANGUAGE</u>
<u>COMPANY/JOB DETAILS</u>	<u>PERSUASION SKILLS</u>	<u>PROMISES</u>	<u>NOTES</u>

- ✓ Sit facing the interviewer. Adjust your chair if necessary.
- ✓ Relax and lean slightly forward towards your interviewer.
- ✓ Do not sit with your arms crossed.
- ✓ Sit up straight with your bottom into the back of the chair
- ✓ Maintain eye-contact
- ✓ Smile occasionally
- ✓ Try to force your voice to a higher pitch if it's too low
- ✓ Sound confident



THANK YOU😊