

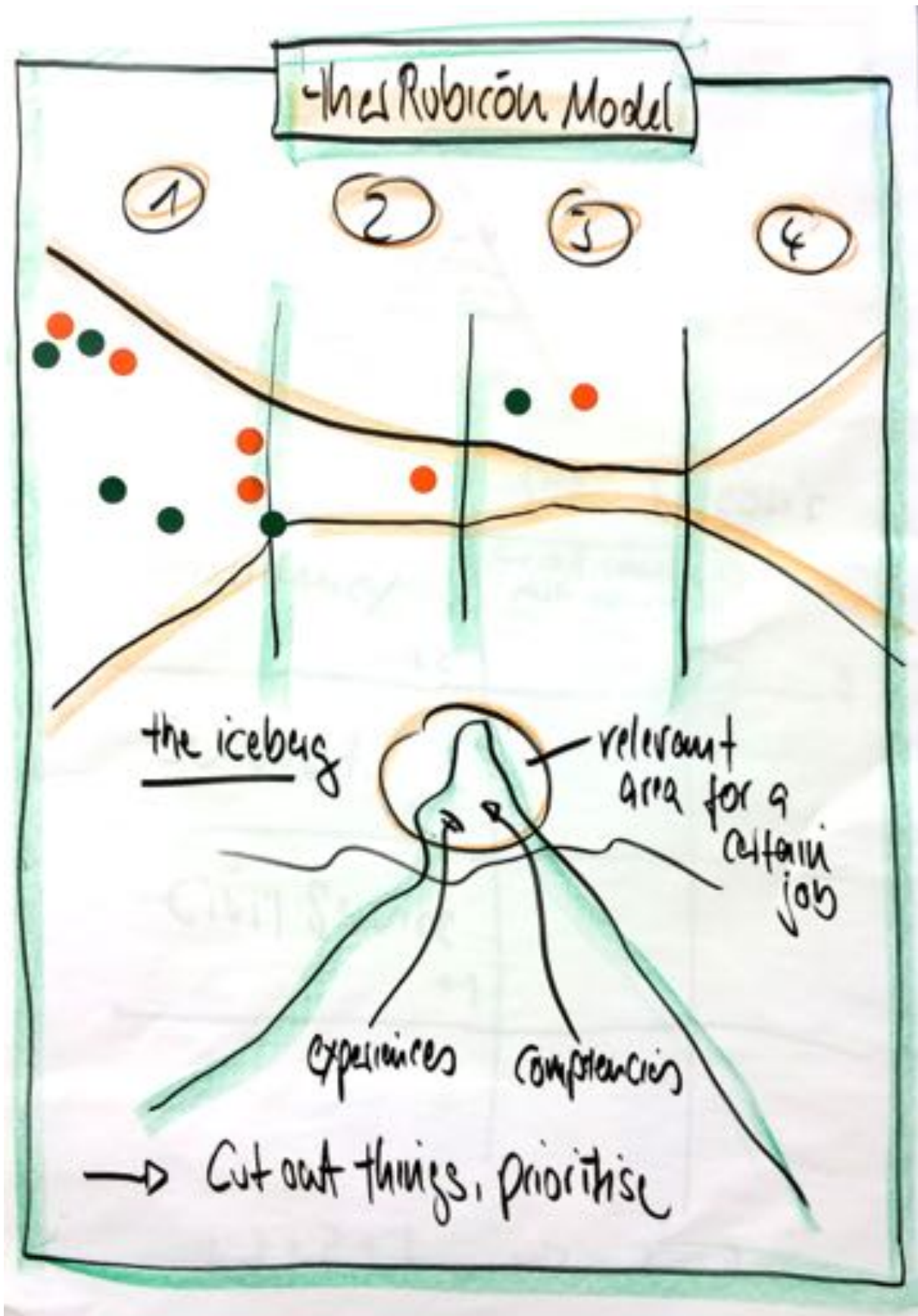


My expectations...

- application for traineeships in the EU
- learn about EPRS - Selection procedure
- how big is the challenge to pass?
- How can I get a job in the EU-Institutions?
- How can I sell "myself"?
- Applying in international organisations?
- tips + tricks to improve → CV
- letter of motivation: is it relevant?
- How to make a good impression in interviews?
- Getting feedback on the Europass CV: advantages + disadvantages?
→ is it the right format for intern. organ.?
What is the right-format?

<u>Content</u>	
Goal: Producing quality job applications	
Time	
9.00	Welcome, Introduction → Job app! → a personal approach
10.30 - 11.00	Coffee Break  → Job app! → a professional approach
12.30 - 14.00	Lunch Break + Guest  → Work on CV's / Motiv. letter / Vacancy notices
15.30 - 16.00	Coffee Break  → feedback / coaching / open questions
17.30	End





What are the
weak spots in
the CV?



Style + Format:

- CV in more structured way
- Formatting should be in the same way (bold etc.)
- More formal pictures → don't agree!
- E-mail: not so personal; A/H-needed
- Indication of phone numbers (personal/work)
- Languages should be presented in clear way (table, explanation)
- Not to use abbreviations
- Where is training?
- Repetition of information
- Irrelevant info on gender/marital status)
- No links indicating publications
- Language: more clear; style to be improved

What are the weak spots in the CV?

①
②
③ — Content:

- ! • lack of info on performed tasks and duties
- Not enough proofs on achievements (link to publication etc.)
- → explanation ~~or~~ needed on skills (results-based)
- ! • No proofs for project manager (experience)
- Competences gained on work experience?
- 4 years gap
- Why for PM PhD?
Overqualified, not relevant
- Too much, irrelevant info (achievements)



What are the weak points in the Motivation letter?

Style 📱:

- Poor language (style mistake)
- Lack of coherence
- Feels like a template filled in
- lack of enthusiasm 😊
- Beliefs, conviction, commitment
- name the person

What are the
weak spots in the
motivation letter?

①
②
③

Content:

- too general; needs examples
- not clear why a researcher wants to be a project manager
- why this particular place/position?
- nothing catching/interesting/ attractive/special

