

HOP



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Tips for making a great CV



A Curriculum Vitae (CV) is a valuable and professional asset to represent your skills and accomplishments as it also reflects individual's career competence for the rest of his/her progressive course; from the point of high school graduation, all the way to the point of retirement.

This self-marketing tool demonstrating what has been acquired through personal details, experiences, achievements and career history; along with the establishment of a presentable format is an opportunity to show an employer one's adherence and individuality.

There are different CV templates corresponding to different types of industries and services one can apply to, but all have one common purpose. Individual's chronicles to thrive amongst head-hunters. Below are some basic guidelines to make a strong CV sell one's professional skills.

Dos

Keep it short and simple. Include what needs to be mentioned to the point without making excessive display of skills. Usually up to 2 A4 paper sides is the ideal size.

Neat and professional font. A professional looking font is easy to read and understand.

Simple and clear presentation. Use sufficient spacing, headings, and bullet points.

Focus on strong points. Whether it is academia or experience; start with that, with reverse chronological order.

Includes personal details. Include contact details like phone number and professional email address and current address of residence.

Keep it formal. Begin sentences with verbs, rather than writing in the first person

Stand out. Include all skills gained from activities and hobbies.

Know your target. Adjust CV accordingly to requirements of what you are applying on.

Don'ts

Don't lie. Enter your information truthfully without exaggerating about your abilities but keep it positive.

Don't become tiring. Avoid inclusion of irrelevant information.

Don't skip cover letter. The cover letter is a good opportunity to reflect on the uniqueness of your personality.

Don't try too hard. No extra colours and fonts. No photograph either (Unless asked for one).

Don't use clichés. Avoid overconfident already taken for granted by employers, expressions like: team player, project management skills, results orientated, people management skills, responsible for etc.

Don't be informal. Keep it professional, not "friendly".

Don't assume that the recruiter knows about the company or skill. Give credit to who you worked for and the skills you attained from there.

Include salary information and expectations. Leave this for negotiations after your interview, when the employers are convinced how much they want to employ you.

Template

(Name)

Mobile:

Email:

Professional Profile

- Include skills in this section that you have gained through your academic study and / or professional / related work experience and outline what it is you are looking to do.

Education and Qualifications

E.g. BSc

Course (University of Manchester); year finished

- include the University you went to and also include any modules / dissertation completed in the final year of your degree

Graduate Projects:

- If you have gone on to do more than one degree i.e. Master's and Doctorates, it is a good idea to include a separate section that details the projects completed

Associated Experience

Dates to and JOB TITLE, Company
from

Key I.T. Skills

- Microsoft Office
-

- MATLAB
-

Other / Personal Details

Interests
include:

Include your hobbies or interests here as it gives the reader something which they can connect with you on a personal level. Keep it professional and relevant to the topic

REFERENCES ARE AVAILABLE ON REQUEST - References tend to be available on request – make sure you have a couple of people in mind that you can ask.

You mustn't include your date of birth on your professional CV; this is because the document can be used to commit identity theft / fraud if it is on there.

Downloaded from <http://www.totaljobs.com/>

New Horizons

Nowadays, there are a lot of requirements you have to meet in order to get a well-paid job in a company.

Everybody wants to be the best possible version of themselves and EU offers a lot of opportunities for youth in order to gain more experience in their field of work or even to get a job. These kinds of projects can be both paid and unpaid enabling participants to connect and share life as business experience; therefore enhancing and broadening their horizons. Projects like these are critical component of preparing youth for transition to adulthood.

A national youth council is an umbrella organization for youth activeness on an international level. For each country there are a number of organizations you can apply to, for example, in Hungary there is "Nagyto" which organizes weekend seminars for youngsters between 14 and 18 years old. The training sessions are provided by volunteers. The seminar's aim is to develop the personality of the participants to raise awareness for social responsibility and to create a community among them.

Pozituva Doma is an organization from Latvia whose goal is to promote understanding and tolerance between people and society groups with different cultures, religions, ethnicities, economical background and health condition.



ADJ vzw-de Hoge Rielem, a Belgian organization targets groups of young people between 3 and 30 years. The domain where activities are held has 230 hectares with 17 buildings and 12 camping grounds. The activities are in line with their main objective: providing good maintenance of the lodges, giving people warm welcome, creating an active and educational qualitative programme outdoor.

As you can see all these organizations provide a wide range of possibilities so hurry up and apply to an organization that suits your needs!



A True Successful Story

Interview by Amy Watson.

Peter Forester, one of the most successful entrepreneurs, owns *Pixel Studio*, a company located at Washington, DC. He also did the business identity of many famous companies like *Prestige* and *Maze*. In 2016 he started new adventure. He established DesignUni, a place for young designers who want to try something but an academic education.



So, tell me Peter, what is the difference between the formal university and the facility you have just established?

Well, more and more people are now studying Graphical, Industrial or some other type of design, so establishing our university gives more opportunity for the youngsters to have some real-life business experience. It puts them in position to choose the pace of the material they want to practice and to find appropriate company whose team they are going to join.

So, it comes naturally to become a teacher! Please tell me how do you decide to establish the university?

There is something wrong with the formal education. You study until you get 23 years old but you have no practical experience. Most of the employers are looking for young motivated graduates who have at least 2 or 3 years employed at the same position they apply. So, it is some kind of confusing for the youngsters because as full-time students they cannot afford themselves to work but they do not have the chance to be close to face the reality connected with the business. This is why most of them are starting to look for new opportunities like online courses, workshops, seminars, etc., that add some real competences in their CVs and will help them to find their dream job.

What is the main purpose of the university?

The main purpose is to give young people an easy access to a decent education outside the academic sphere which is going to have also a great impact on the unemployment. You know that, at this moment, the youth unemployment is one of the problems for the governments in the EU to deal with and I think that participating at that university is going to change that. We will also provide some scholarships for the best academics.

If I am a youngster how can I apply?

Well, actually there is an exam in design. So basically the candidates have to show some skills in that field. When they pass the exam they take part in our classes for the next 2 month free of charge.

Tell me what are the advantages to be part of the program?

Actually there are a lot of advantages. We regularly have guest lecturers, usually first-class professionals who not only inspire students' imagination, but also boost the enthusiasm and motivation. We also have a lot of partnerships with organizations from the sector so we can easily recommend people for some internship.

So, thank you for having time with us.

The Road to Success

Thinking of setting up a new business is miles behind in actually progressing it to fruition. A successful business requires extensive preparation beforehand while maintaining a steady advancement to reduce possible impact of risk management.

Taking into consideration the basic important reasons to start a business, including the originality of the business idea, the development of the best fitting career, working toward financial independence and profit maximization, and investing in yourself; are the fundamental elements for the road to success.

Following is a guide on how to prepare for a new business plan. Process it one step at a time for a successful ownership.

Do your research

Decide whether you will register your business as a sole trader, limited company or partnership. Find everything about the type of business and services to be provided along with the tax implications and legal responsibilities that come with the whole business structure.

Find your partnership

Find your associates and their full responsibilities along with their payroll plan. Build also external networks for potential future investments.

Get organized

Research competitive landscape along with their pricing facilities and know how your business differs and focus on that.

Do the right questions

Ask yourself "Why", "How", "What", "When", "Whom" etc. Knowing the right response, shows stages of business marketing.

Get the proper consulting

Find a mentor along with legal advices and permits for all entrepreneurs on how to start the business and long-term future planning, including all possible costs.

Plan finances

Include all calculations of costs involving anything with the business. Even the smallest attribute can affect your break even point.

Set up your cash flow tracking

Resolve a self employed tax return to keep track of your all business transactions.

Prepare free sampling

Create free sampling provision of services or products to test your subject and obtain a general feedback from your niche market.

Think of the worst

Think of every possible outcome, even exit strategies, so you are always prepared for anything.

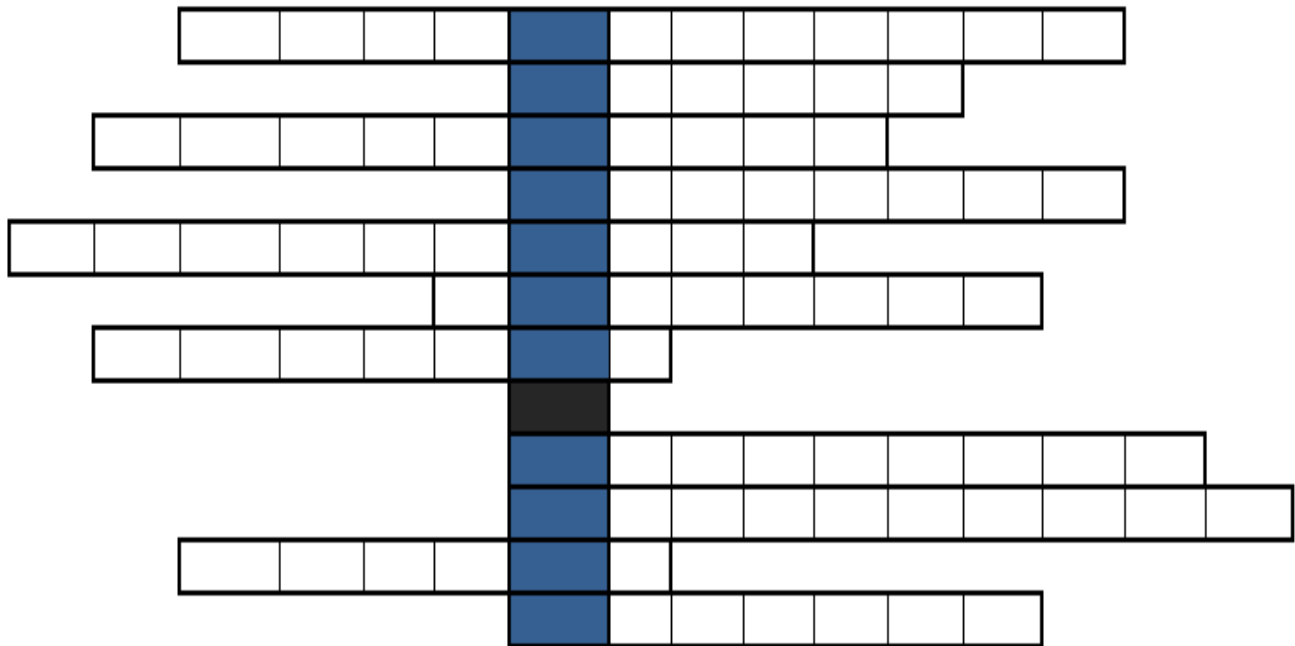
Completing these business start-up plans, can result to establishment of solid foundations for setting up a new business. Success doesn't happen overnight. It needs patience and consistency; not to give up on struggles, but not over boosting with confidence either with the first glimpse of success. But use the plan you've created to consistently work on your business and progress, and you will increase your chances of success.



Business Plan

Time for Fun

Fill the gaps.



1. Person that comes up with a business idea.
2. Never your decisions.
3. The ability to initiate things independently.
4. Before starting a business you have to plan your
5. Success in requires learning in a ever changing world.
6. A satisfied customer is the best strategy .
7. Coming together is a beginning, keeping together is progress, working together is
8. Leadership in unlocking people's to become better.
9. The art of communication is the language of
10. There is no picture of reality.
11. There is something when creative people get together.

