

YOUNG

& successful

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WORK IT!
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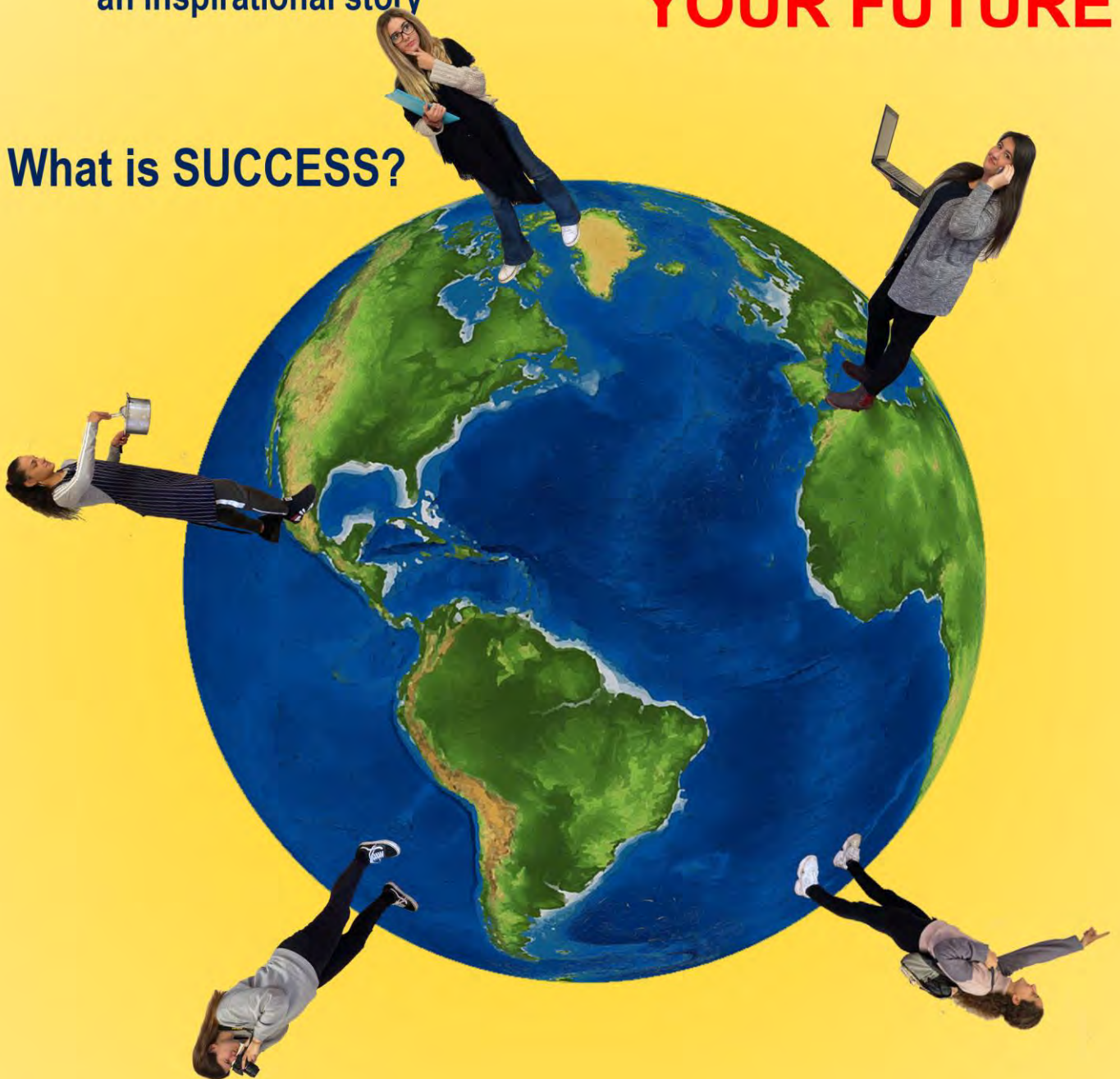
9 do's and don'ts
on making an unforgettable CV

Do you want to open
your business in
another country?

An idea worth a **million**
an inspirational story

Innovative way to puzzle
YOUR FUTURE

What is **SUCCESS**?





Redefine what REAL SUCCESS is!

Astrid Zaf

As a Young person, you generally think you have your whole life ahead of you
....And that's true !

You focus on your future life, personal and professional, and there are a billion of different possibilities, more than you can imagine.

So relax! We' re gonna give you some keys on how to put in action with your expectations.
And remember, never compare yourself to others.

"A journey of a 10000 miles always starts with a first step "
LAO TSA

So, think about your life. What did you really enjoy? Try to do a really honest and deep soul searching based on your expectations, your personality and your needs.....

1: EXPERIENCES

Do a list of :

- All the jobs you had, even the mmore simple ones(gardening, babysitting, summer jobs, extra...)
- All your activities, even the ones you don't like. (Museum visits, art, sport, hobbies, obligations, cleaning.....)
- All your travels, even just in a town close to yours, and how did you travel (with family, friends, alone, with school, work...)

2: PERSONALITY

Who are you ?

Ask you the good questions:

Are you competitive, shy, altruistic, emphatic, choleric,uncertain....?

Be 100% honest with yourself, and think about what you want to be, not what you actually are. Wouldn't you like to be a natural at work?

Enjoying BEING YOURSELF?



3: **SKILL ASSESSMENT**

Try to imagine you working in a pleasant place. DON'T think about a specific job. Where would you like to work ?
Do a soul searching again and try to imagine you working in a very nice place. Where are you?
Outside or inside? Standing or behind a desk? Alone or in team?
Are you a hard worker, leader, speaker, follower?
Do you want to be constantly in a hurry? To work a double shift?
How much free time would you like to have ?

Now, you are ready to do a **SKILL AND PERSONAL ASSESSMENT!**

4: **THINK BIG**

A same sector can offer you many different kind of jobs.
At the same time, you can have the job in very different sectors!

5: **WORKING METHODS**

Find your own working method to arrive to the final line you decided.

- If you are ignoring the past, you will make the same mistakes.
- If you are ignoring the present, your motivation will have impacted.
- If you are ignoring the future, you will change it.

Think long term, doesn't matter how many things you have to do, how hard they are, how much time it will take.
YOU will do it, because you **WANT** it, and because you have really, fully, personally invested in your project and it's in line with your real personality.

Because you did an honest soul searching, and accepted your quality as well as your faults, you have an objective view on what you really want. So you will be in peace with yourself and no stressed or doubting.
Don't forget, never give up!! Because a journey always starts with **A FIRST STEP !!**

SO LET'S GO !!!!!!!



PUZZLE Your Future

Melina Nikolaidou

This will not be an article listing skills and competences or job options. There are already many online sources outlining this. In my point of view, the real struggle of all young people is not managing to get a job. That is the easy part. The challenging part is how much do we know ourselves, how much self awareness we possess and if we are ready to take responsibility of our life and actions in order to be happy with our self and profession. The above will form our path in this life and our path is different from everyone else's. We have our own personal fulfilling "goals".

Sometimes I think that the word "job", "career" and "professional" etc. usually scare us! Why is that? Because working as a professional involves money and criticism by others and both of these generate stress and a fear of failing. Failing to meet our expectations and those of others. On the other hand, having a hobby or an interest is often a relaxing thing for us. They are things we do because we decided to do them, when and how to do them. We gain energy and inner satisfaction from them. Why shouldn't this apply to our job in a certain way?

In many articles, you would then find the point where the general phrase "write down your vision" or "goals" or "dream job" is mentioned. As a confused youngster my reply to this question would be "If I had one, I would already be working towards it, then have a job and be happy". If you are a kind of person that has many interests, enjoys equally different subjects and does not have one super talent or focus that distinguishes you from the mass, then you are one of the group of people I belong to. I will name us "multi-talented", not in an arrogant kind of way, but in a way that it suggests we are average or good and maybe exceptionally good at different things, but as we are equally drawn towards all of them, we have most probably not perfected one talent. We will eventually need to take some decisions and focus on a few or one in order to form our job, but making decisions comes after. There is no perfect chemistry of actions that will be revealed in order to create your dream job, but the following points show some ways of thinking this through.

Point 1: Breathe and relax. Imagine you have a blank canvas in front of you and you are an artist. You have unlimited ways and choices to create your painting. There is no right or wrong. This is your life and you have the power to do anything you want, as crazy and imaginative that is. You are the creator of your lifestyle and your choices define you. You can be as colorful or dull as you wish! You are basically puzzling your future.

Point 2: Which of the two sounds more attractive to you "Happiness" or "Money". Inner satisfaction or material possessions. These two can of course be combined. You can be successful and happy by doing what you like and earning money or money could be just the tool to satisfy your inner self and make you happy by the things you are able to do with it. Be it taking care of yourselves, travelling, buying a nice outfit etc. If though happiness makes more sense to you, you could turn your focus on that. Ask yourself: "What makes me happy?" "What (action or feeling) makes my soul happy?" If happiness is the main focus and something you like or love doing is your job, then you are devoting the rest of your time (free time outside working hours), doing more of the things you like doing. If this is the case, your job should feel like being on "holiday" on a daily basis. On the other hand, money may be your focus, but doing something that makes you unhappy or disinterested, but brings good money and you find happiness in other small things you are able to do with the money you possess. My question to the second scenario though is how much time do you actually spend working? Do you have any energy left to do what you enjoy doing after that day at work which you hate and absorbs all your energy? Your career is 70% of your life and it shapes yourself as an individual. It forms a big part of who you are and what you like. Also it is more likely to get along and enjoy the company of your colleagues if you are honestly from identical interests or fields.

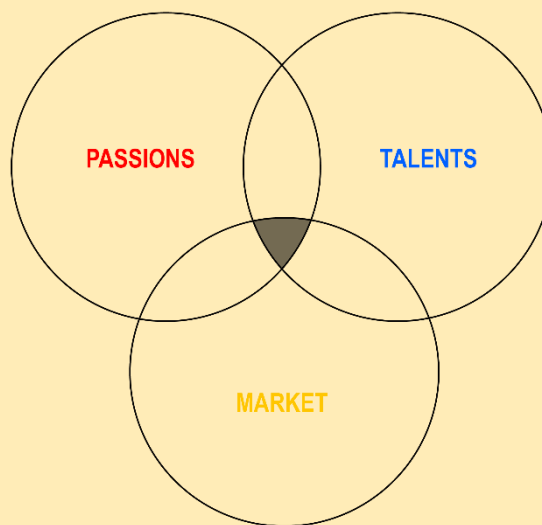
Point 3: Write things down and keep adding or subtracting things as you go along. The habit of writing is very beneficial. Pen and paper has something magical to it. It holds a special quality, tangible and human, that no computer or other technology can offer. It is similar to the canvas mentioned before, but this time you are turning your vision and thoughts into visible words. By identifying what are your values, you are able to inform better decisions. You change and the list should be changeable as well. Write any thought, feeling or idea on a daily basis in a journal. A quality could be that you always find yourself enjoying helping other people and you are good at it or a feeling of yours could be that you hate routine and expected schedule, so you see yourself functioning better with a flexible program.



Point 4: The above thinking though then needs to turn into action! Thinking and writing is infinite so it needs to be combined with action. You have no motivation? Do anything to start the flow. Motivation can lead to actions or actions can lead to motivation and further actions.

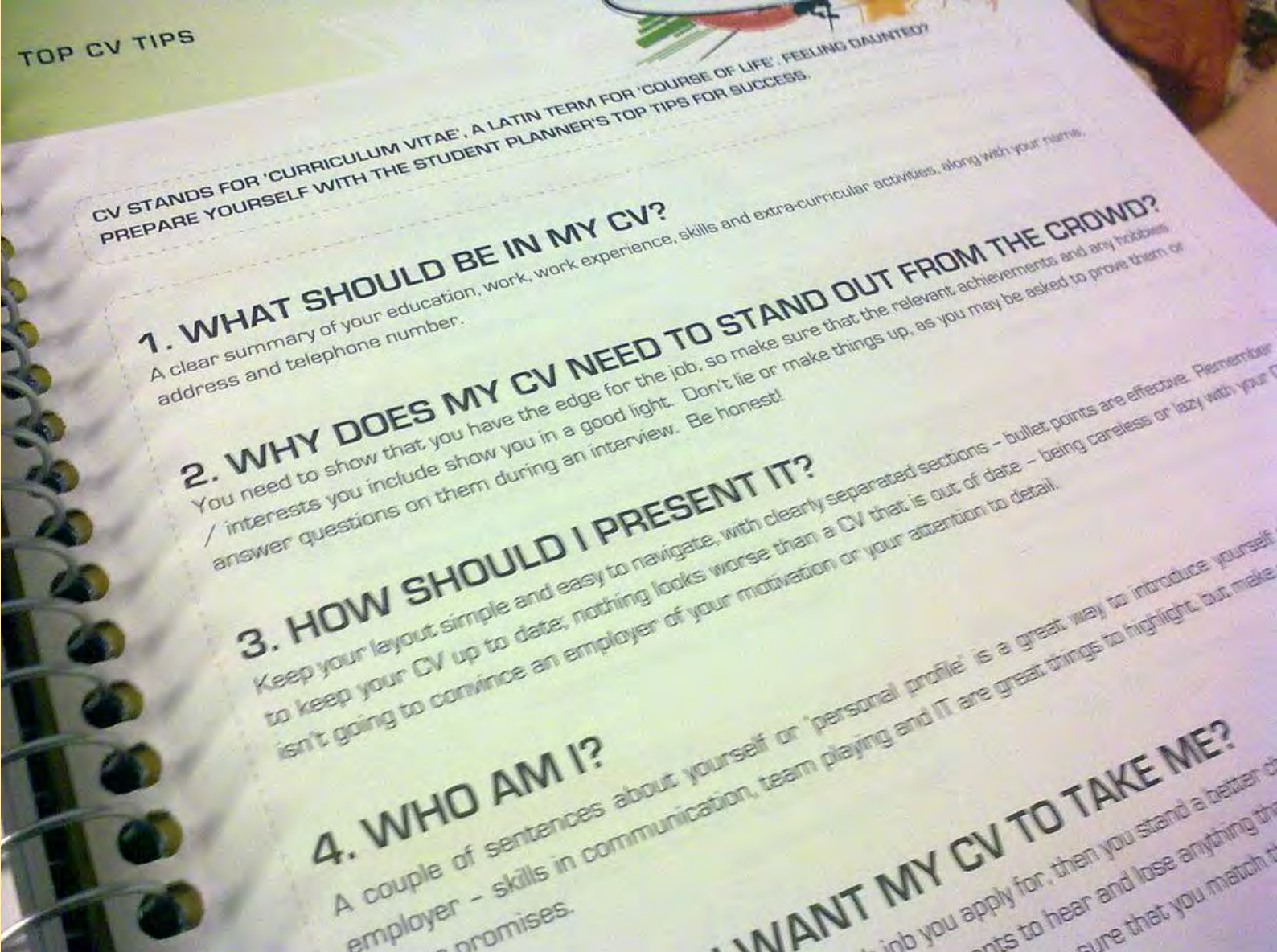
Point 5: Below are a few ideas you may have never thought about:

- Consider opportunities within an existing field/job. There may be services that lack in an area. Things may seem perfected already, but there is always a new idea, a new possibility or an alternation that can be done in everything.
- You can invent new roles within a company/studio or adapt your current role to fulfill your talents and interests. You are unique and so is your role in the society.
- Freelance offers flexibility. You can list what you would do in your ideal job and take training required for it to succeed. It is like crafting your own job and applying your skills right away. Self employment is combined with skill development, practice and networking. Casual discussions aid idea generation, both with similar or with totally different mindset of people. Take initiative and with a positive attitude, just get out of your comfort zone.
- Non formal education, such as taking part in European Erasmus programs, seminars, talks, volunteering etc. can trigger ideas and expand your skillset as well. It is a challenge for you to network with new people, from different cultures and backgrounds and have an open mind towards everything. It is an opportunity to develop your soft skills.
- Job hunting is a job! You are like a home based business owner. Invest time in always reconsidering your current way of living, acting, thinking and behaving. Continually assess your skills and talents to the current job market and devote time in searching jobs and opportunities. This may lead to a job, but even only to an idea or realization. The opposite is being passive and not doing anything towards finding or creating a job and just waiting for things to happen on their own. The latter is impossible.
- The following diagram can help you see yourself and the "goals" you want to set for yourself more clear:



- Test your skills and talents with people who do not know you well. Friends and family will always be kind and supportive to you. Find strangers or a person you just met or knows little of you and ask them their opinion on something you are working on or an idea that you have or even about your character. How do they see you? What kind of person are you when being around other people? Be open to both positive and negative comments.

In conclusion, when you spend time assessing yourself and realizing what your talents, strengths and weaknesses are, you become more aware of who you actually are. You are then ready to make your own responsible decisions and actions. Piece by piece you are able to create your job. You are able to build your own unique puzzle!



Tips & Tricks on CV Writing

Valia Georgara

For every young person out there, comes the time to write their CV. And that is a job that always takes care. Your CV is your paramount. Do it right, and you'll have opportunities knocking on your door in no time, but do it wrong and you may have to face rejection.

That's why, in this article, I'm going to show you some tips and tricks on how to write your CV like a pro.

So, here we go!

CV do's

• **first impression is vital**

Of course a CV should have a good image. That means you should use a professional font, like Calibri or Arial, that are more clear than others.

Also, all the information you're about to present must be in a logical order. Order your experience and education in reverse chronological order to highlight your most recent experience and achievements.

It's also very important to ensure that your CV is free of spelling and grammar errors.

TIP: Bullet points are great because they are easy to read and draw people's attention very fast.

• **short and sweet**

The perfect size for a CV should not be more than 2 pages. Use a font size between 10 and 12 for the body and your headings between 14 and 18. Make sure that it's consistent throughout.

- **for your information**

The main points you must include in your CV are your contact details (name, professional email), a personal statement that describes why you fit for the specific job, your experiences and your roles so far, your education and qualifications, and last but not least, optionally, interests that are relevant.

- **save it for later**

Usually your going to edit your CV on a Word Document but you should definitely save it as a pdf document. That helps recruiters open it on any device. A pdf will also maintain formatting so employers will see it as you intended.

TIP: Possibly my biggest tip is this one. Europass is an online tool that gives a fixed template for your CV that it's efficient and clear. It even lets you save it in your clouds and even if you ever need to edit it again, you can just upload it and you can continue adding qualifications.

Explore Europass through the following link:

<https://europass.cedefop.europa.eu/editors/el/cv/compose>

CV don'ts

- **what they don't know can't hurt you**

Under the Equality Act 2010, it is now illegal to include your age, your date of birth and your marital status in your CV. These are all characteristics that shouldn't affect whether you get the job or not.

- **to pic or not to pic**

Including a profile picture in your CV depends on your countries guidelines. So, long story short:

DON'T include a photo if you're applying in:

USA

Canada

United Kingdom

DO include a photo if you're applying in:

European countries (except Ireland, UK, Netherlands and Sweden)

China

Japan

- **my tips don't lie**

I think it's widely known that people should NEVER lie on their CV. And lies should not be endorsed in general for a job opening because you risk the fact of getting caught and losing your job.

- **that's so irrelevant**

It's always a great question whether you should include hobbies and interests in your CV. And the answer to that is pretty simple. Ask yourself if these hobbies are going to help you get the job. If not, don't bother wasting time and space.

- **money talks make no cents**

Another thing you should never add in your CV is salary information and expectations. Even though you would like to know really bad from the beginning, you should save that question if the employers call you for an interview. It's best to save money talk for a face to face conversation rather than listing in your CV.





KitesRUs: Croatian Business in Portugal

Domina Tomaš

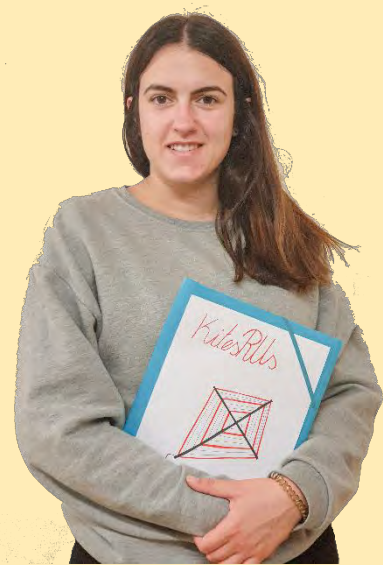
My name is Domina. Since I can remember my biggest passion was flying kites. In Croatia people taught I was weird. My parents wanted me to become a lawyer so I went to the Law school and finished with a Masters degree. I worked in a local law firm for 2 and a half years when I decided I had enough and quit my job. My parents stopped talking to me, my boyfriend was constantly fighting with me. But I didn't care. I wanted to do something that will make me happy. Kites make me happy.

I started looking for jobs in Croatia, but I was set I wanted to do something with kites. I couldn't find anything. I didn't know what to do. Then I started looking what others countries offer. I found out I was not as weird as people were telling me. There are a lot of kites enthusiasts out there. I started talking to other kite fans in the world. They gave me a lot of insight on our community, what we have, what we are missing, what we should do better. I decided I need to move out of country and find something else. Somewhere else.

I had a few countries in mind. Ireland was my first choice, but I didn't want to limit myself in the beginning. So I took Lithuania, France and Portugal in consideration too. First thing I did was the research on their markets and jobs opportunities regarding kites. I found out that in Portugal nobody makes or sells the kites. People have to order it online and wait for them to be delivered. And just like that I forgot about Ireland and stopped looking for jobs. I started a new research.

I decided I wanted to learn how to make kites and open my own shop in Portugal. But I didn't want to that unprepared. So I found an online class for making kites and started my research on how to start my business in Portugal. I spend a lot of time online doing my research and found some really good tips on opening a business in a foreign country. So I followed them.

The first thing I realized I have to do is the extensive research on the local immigration rules, financial regulations, taxation and employment law. Luckily, both countries are a part of the EU, so I didn't have much problems with immigration. I still did the research on everything, but I was missing some hands on experience. That's why I decided to visit Portugal.



I was in Portugal for 2 weeks. Not only did I get a lot of needed information on the local business climate, I also fell in love with the country and realized I made the right choice of choosing Portugal as a place to start a new chapter of my life. When I was there I decided to get in contact with local real estate agent, lawyer and accountant. I found the perfect location for my business.

While my real estate agent, lawyer and accountant worked their magic, I decided to come back to Croatia to set the last few bits in order before finally moving to Portugal. I really wanted to see my family, but they didn't want to hear from me, my boyfriend realized that I'm not staying, so he broke up with me. I was sad about everything that was happening, but I also knew what I'm doing. I never questioned my decision.

The most exciting day of my life finally came. I will always remember September 19th 2017. The day my business KitesRUs in Lagos finally opened the doors for all the kite fans of Portugal. I was so happy. I made my dreams come true. But soon I realized that owning a business is not as easy as it may sound.

In the first few months I was struggling to make ends meet, but it was all worth it. When people heard about it more, the business just blossomed. Suddenly I was working 24/7. I had to hire help. First came Olivia. She was working in the store selling the kites and I was making them. Soon I had to hire 2 more people to help us both. Today my business has 3 employees and me. They are like a family to me.

My life really took a turn. I was speaking to my family again. I visited them this summer after 2 years of no contact. I fell in love. After living in a crappy apartment I was able to buy a 2-bedroom house with an ocean view. Sometimes you just need to risk it.





Let's business: **FROM ZERO TO HERO**

Daniela Sistkova

The november issue brings us interview with Daniela Macarena, co-founder of Let's eat!, swimmer and winner of „Czech Entrepreneur of the Year“ award. Daniela often participates as a host in various conferences and shares her inspirational story of building one of the most succesful online businesses in Czech republic. Read her story and find out what are the keys of becoming successful in your profesional life – wether as an entrepreneur or an employee.

Interviewer: Daniela, can you please briefly introduce your company to our readers?

Daniela: Of course, Let's eat! is a web and mobile application that provides food delivery in every city in Czech republic. Let's eat! is revolutionary in sense of being able to order from ANY place in your city. Restaurant, bistro, fast food, whatever you like. So you can have a balanced diet, within just a few taps on your phone or laptop. We are cooperating with huge variety of restaurants. So through Let's eat you can order food and baverages from multiple places and our delivery guy will bring them to your door at once. One payment.

I: Impressive, the idea of the concept is very smart! How did you came up with it?

D: The idea came to me pretty easily. There were certain restaurants that offered delivery to your door in my city, but they were mostly fast food or pizza oriented. The idea came to me when i was hosting my friends over a diner and coctails , but i had a very busy day and didn't manage to shop the groceries and cook something. So we decided to order a delivery – not a big deal, but there was a major struggle. Everyone felt like eating something different. Some wanted pizza, some felt like steak and salad the others Indian, etc..But to order from all these places would take a lot of time, and the delivery guys would each come in different times, so you have to wait for everyone to get their food, make multiple payments...It's overly complicated plus you need to pay delivery fee for each place. So you would end up compromising and just order pizza for everyone. I started researching the market the very next day and voila, idea for a huge success was born.



I: Huge success indeed. Your company won several awards in your country and now you are expanding to other markets. Can you please share your experience? How did your beginning look like and what tips would you give based on the things you have learned?

D: Well, I am not going to sugarcoat it. Beginning are always hard, especially when making a big step like starting a business. Your life is probably going to change a lot and that is one of the main things you should consider while thinking whether to become an entrepreneur or not. Starting a company or a business can be very tricky and risky. Majority of smaller businesses end up failing and you need to be ready for that scenario as well. So I would advise to invest the amount of money that you can afford to lose if things go wrong. If you are willing to risk it, it can be absolutely worth it in the end.

Do a research! Invest your time in researching the market, it can give you a good inspiration and help you with THE IDEA. Don't be afraid, your idea can be the smallest thing but it can absolutely work. You also need to find out which markets have the most money and potential. We cannot forget a BUSINESS PLAN. This is an absolute essential if you want your business to succeed. A very strong and very well thought through business plan. Do not underestimate that. You have to consider everything so you would be as prepared for various cases as possible. Be prepared to be putting in much more hours that you would in a typical 9-5 job. Time is not the only thing you may need to sacrifice though.

You need to be determined. You need to carefully choose PEOPLE YOU CAN TRUST. If you have someone like that in your life, you can consider yourself a lucky person. But always count with a possibility that even the most trustworthy person can screw you when it comes to money. For me and my company it was very important to build a gender balance in the management. Men and women generally have a different decision-making processes and it is very useful to combine both of them, because each has some specific use in making the business prosper.

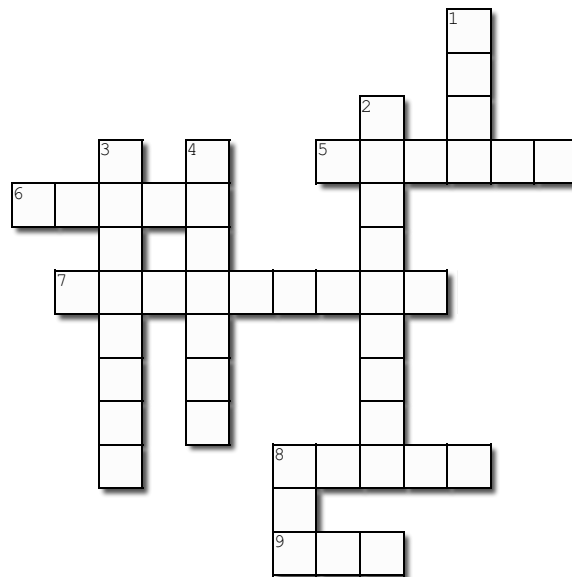
I: These are some very helpful tips Daniela, thank you. Can you please tell us what are some of the important things you have learned and pass it to our readers?

D: One of the most important things that I have learned from my life is that one can not be afraid of failing. To fail and making mistakes means to be human. I personally am very grateful for all the „knock outs“ I got in my life so far, because they all made me stronger. You fall down seven times and stand up eight. Each of the fall is a huge lesson. Learn from it and go on. Do not give up and follow your goals. You will reach happiness eventually. There are no limits on who can become a great entrepreneur. You don't necessarily need to have an university degree, bunch of money in the bank, etc. But as I said, you do need a goal oriented mind and an idea. Good luck.



Interview Dress Codes

Complete the crossword puzzle below



Created using the Crossword Maker on TheTeachersCorner.net

Horizontal

5. A mark, figure, design, or word intentionally fixed or placed on the skin. To some jobs they should be covered.
6. A pleased, kind, or amused facial expression, typically with the corners of the mouth turned up and the front teeth exposed
7. A leather or plastic rectangular container with a handle for carrying your cv and other documents.
8. Women's shoes in which the heels are raised high off the ground. Stick to 2-6 cm.
9. a band of decorative fabric worn around the neck, under the collar, and tied in front to hang down the front of a shirt.

Vertical

1. People should wear an ensemble of two or more usually matching outer garments (such as a jacket, vest, and trousers)
2. A particular way in which a person's hair is cut or arranged. For an interview it should be neat and professional.
3. A small hole in a part of the body, made so as to insert a ring, stud, or other piece of jewel should be removed.
4. Personal ornaments, such as necklaces, rings, or bracelets, should be little to none for an interview.
8. A shaped covering for the head worn for warmth, as a fashion item, or as part of a uniform should never be worn in an interview

