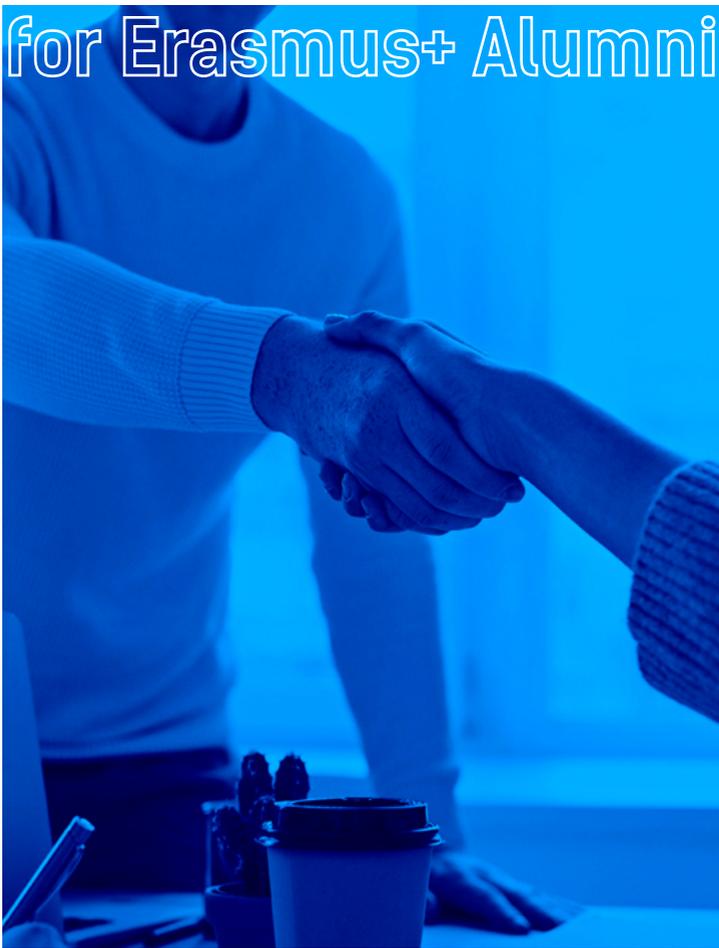


# Jobseeking Guidelines

for Erasmus+ Alumni

▶▶ Erasmus Jobs



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The Erasmus Generation consists of thousands of people from very different cultures, countries, religions, and beliefs, but all connected by something bigger than that. You are all young mobile European citizens that have experienced the world through an Erasmus+ mobility experience. That mobility experience is of course great, but how do you maximize it when looking for work? How do you transmit the skills you have gained while being on that Erasmus+ mobility experience into the skills employers are looking for? What do you mention in your CV and how to talk about these mobility experiences during a job interview?

The [ErasmusJobs project](#) has worked with both universities and employers to gain an understanding as to what skills are being gained during a mobility experience, and particularly what employers find important when recruiting internationally oriented graduates. For more information about the skills, we like to refer you to the [ErasmusJobs Competence Booklet](#) that explains these skills. This guide is your next Erasmus+ step: it is your 'go-to' guideline to help translate the Erasmus+ mobility experience into something employers will recognize as the skills they are looking for. And once you have got your job-hunting toolkit ready, have a look at the [ErasmusJobs Platform](#). Here you can find actual jobs geared towards people like yourself: the [Erasmus Generation](#).

## TO GET YOU STARTED

Looking for a job is daunting, certainly if you are a fresh graduate trying to make the most of your mobility experience. Apart from a few rare exceptions, most people find it scary to talk about themselves and certainly if the goal is to make the other want to hire you. These CV guidelines will help you craft a 'killer CV' to make that first important step in the job-hunting process: getting noticed. As a next step, the interview guidelines will help you to get hold of your nerves and enjoy the job interview. Read

the steps and try to turn the job interview into a conversation – that's the nicest that can happen for both parties involved and bringing in your Erasmus+ mobility experience will mean enough talking points to get that conversation started.



## GOAL OF YOUR CV

The goal of your CV is to market yourself as best as possible and show that you are the right candidate for a certain position. Make sure the reader can pinpoint the **important and relevant skills** in your document. Always keep in mind that a CV should be focused, and not just a list of all previous academic or work experience. Highlight your Erasmus+ mobility experience. Employers are keen to understand the skills you have gained while being abroad. Make it easy for the reader to understand what being abroad had brought you as a person and how you can use these skills into a work situation.

## LENGTH OF YOUR CV



General convention states that currently a CV should be one to max. two full A4 pages. Whether you choose one or two pages is up to you. Most important is to make sure you do not undersell the Erasmus+ mobility. Distinctly mention it, because it

helps employers to make their first selection and international mobility is often one of the selectors.

### A single page CV:

Here you need to keep in mind that every word and information needs to have a purpose and your document should only list what is necessary and relevant to each specific position. It should be short and sharp. The most impressive points should be quickly and easily identifiable. Fitting everything on one page is hard work, so choose wisely the **most important & relevant information**.

### Two-page CV:

Make sure to have all the important information on your first page and to start your second page with a new, strong header. Moreover, empty space at the end of a CV is usually considered as lack of experience or lack of organization skills. Therefore, you need to ensure that you fill both pages completely. If there is not a clear reason to use a second page, then it is preferred to stick to a single page CV.



## ARRANGING INFORMATION

The order and arrangement of the information in a CV are very important. Do realise: The amount of space given to a section reflects the amount of importance you attach to it. This is particularly important of your Erasmus+ mobility experience, do not underrepresent this valuable part of what you have learned and what you have to offer.

## NAME - PERSONAL DETAILS - PHOTO

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Your name should always be on top of your CV, serving as the title of your document. Depending on the country you are applying to, the personal details you need to include vary. However, for most European countries the personal details that are required include current address, phone number and personal e-mail. The need to add a photo differs per country, but if you add one, make sure it's a professional picture.

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## PROFILE SUMMARY

A short statement, a career objective, a profile summary, or a career narrative. Different words but all referring to those few lines in which you describe yourself, briefly but to the point. Think about writing your own [elevator pitch](#) for inspiration.

## EDUCATION

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In a recent graduate CV, education normally comes first, as this section is one of your biggest selling points and should therefore be presented as early and sharply as possible. Ideally it should only include 3 items max, i.e. your highest diplomas.

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## WORK EXPERIENCE

This section needs to be clearly presented to help the reader easily follow your professional journey and understand the significance of each experience and your specific role in it. Create inclusive bullet points & short sentences with relevant keywords. Choose relevant information to include in your sentences/bullet points. And remember, voluntary work experience and side jobs are also work experience!

## ADDITIONAL TRAINING

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In this section you can add all your additional training and in general, any other co-curricular courses, as well as any other relevant seminars/workshops, MOOCs, extra-curricular courses, summer schools, certifications etc. - anything that contributed to your overall formation and would bring value to the application. Information should be targeted – make sure it's just a selection of experiences, not an extended list.

**Note:** Follow a similar structure for all your experience-based sections. Examples of additional sections you can include: Relevant Projects, Volunteer Experience, Memberships & Community Involvement, Awards and Achievements, etc. Make sure you structure the information in a consistent format, highlight your international experience and make it easy to read.



## LANGUAGE & DIGITAL SKILLS

You can present your language, digital and other skills in columns or another graphical representation if there is a lack of space. Follow a clear structure and have important points in bold, to make it easy for the reader to quickly spot the relevant information in each section. (**Don't forget to include your mother tongue.**) Ideally, sort [skills](#) by category and include certifications and level of competence when applicable.

This post may help you to get started: [5 things I wish I knew before: Sending my CV.](#)

## NEXT STEP: THE JOB INTERVIEW

Finally! You've managed to land a job interview. The key to success here is: preparation. There is nothing worse for an employer to conduct an interview with someone who does not really know what she or he is doing there. Before the interview take a good look on the company's website and social media to gauge their vibe and communication style. Researching the company's values, mission, and goals as well as the people you will be working with, is a step that you should not overlook. This will help you align your answers to their expectations, adjust your behaviour and show them that you are an awesome fit for their team. Think in advance how your Erasmus+ mobility experience provides examples that showcase the skills which will land you the job.

### VIRTUAL INTERVIEWS: BE EXTRA PREPARED

Don't forget to check your connection and test your web camera and microphone beforehand. Set up your camera in a way that compliments you, use your headset – preferably – to avoid poor sound quality and adjust the lighting in the camera settings or in your room to ensure that you look your best in the frame. Do check your background.

### BE PROFESSIONAL

Dress code is a thing. And when we talk about '[properly dressed](#)', it is not only about your clothes. Maybe you want to rethink that

big beard or your dark nail polish, as they could take away some of your professional attitude. Look at the organisation's website to gauge the image which they aim to project. If in doubt, play on the safe side, don't overdo it, and choose an appearance that reflects the work field you want to enter. Also think about body language. Sudden movements or stiff posture will make your interviewer(s) tense as well, while crossed arms and laid-back style of sitting makes you look arrogant. Make sure to sit up straight and not in a closed position. On top of that, each country has a different style of non-verbal communication; in some countries eye contact is very important, whereas in others it should be avoided. Make sure to read into this beforehand.



## **VIRTUAL INTERVIEWS: CONTINUE TO BE PROFESSIONAL**

Being in the comfort of your house or in a familiar setting doesn't mean that you can dress in a comfy outfit. You should dress the part! Throw on your favourite business-casual outfit and look professional from head to toe, exactly as you would if you were invited to an in-person interview.



## **PRACTICE**

Job requirements vary, so ensure to read each job specification carefully and single out the traits that are deemed important. Answer using examples, use your Erasmus+ experience as your treasure trove, as your mobility experiences will provide great examples to illustrate certain skills. As a next step, test your

examples with a few friends. Do the chosen examples underline what you want to illustrate?

## VIRTUAL INTERVIEWS: ABSOLUTELY PRACTICE

Having a test run on [Skype](#) sounds great but pay attention to what platform the interviewer uses. And if possible, practice the interview with a friend using that platform. This way you could not only test if everything is working properly but you could also get feedback on how you look, speak and your body language. And yes, it is OK to keep a notebook next to you or even to put post-its on your screen with general info, and sneak a peek during the interview. Just ensure that your notes are in bullet points, in a readable font, and know exactly what is where, so you won't get distracted from the conversation.

These guidelines have provided you with some tips and tricks for both your CV and the job interview. Remember to showcase your Erasmus+ mobility experience as it will give you an added plus for the job interview, provided you can turn your experience into skills which you can illustrate using examples. Dare to be specific. Now that you know all the important tips... take a deep breath, relax and don't forget your gorgeous smile. Always remember that there is a reason that your application stood out, so be yourself and be confident. You own it!

This post may help you to get started: [Have a look at the 6 steps for job-hunting success.](#)

