

EMPOWERING MIGRANT WOMEN **FOR JOB INSERTION** (EMPFRAU)



EMPFRAU Employability Guidebook



Empowering Migrant Women for Job Insertion



Co-funded by
the European Union



Life
Learning
Development e.V.



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ABOUT THE EMPLOYABILITY **GUIDEBOOK**

Welcome to Empfrau: Employability Guidebook, a comprehensive resource designed to empower migrant women for successful job insertion. This guidebook aims to provide valuable information and support to migrant women who have fled war zones and are seeking opportunities in the labor market. We believe that every woman deserves a chance to rebuild her life and find meaningful employment, and this handbook is here to guide them on that journey.

Empfrau: Employability Guidebook is a country-wise compilation of job information, offering a step-by-step approach to the job application process in France, Italy, and Germany. It provides detailed insights into the skills required, along with tips and tricks for excelling in job interviews specific to each country. Moreover, this handbook also includes valuable information about supporting job agencies that focus on enhancing compatibility and readiness for the labor market in these countries.

By utilizing the resources and guidance within this guidebook, migrant women in France, Italy, and Germany will be able to regain their confidence and realize that they are not alone. We have created this project with a deep understanding of the challenges faced by migrant women and their need for support and care during this transitional period. Our aim is to ensure that they feel well taken care of and have access to the tools and knowledge necessary for successful job insertion in these specific countries.

Empfrau: Employability Guidebook is not just a book; it is a symbol of hope, empowerment, and inclusivity. It serves as a bridge, connecting migrant women with the opportunities they deserve in France, Italy, and Germany, ultimately enabling them to rebuild their lives and contribute to their new communities.

We sincerely hope that this handbook will be a valuable resource for all migrant women in these countries, providing them with the guidance and support they need to navigate the job market successfully.

Together, we can empower migrant women and create a brighter future for everyone.

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ORGANISATIONAL PARTNERS



Afridat

The organization develops modules in thematic topics used during training and knowledge-sharing sessions and uses such data to correlate the interplay between linear and nonlinear quantitative and qualitative determinants of economics to shape the public discussion, drive policies in the areas of social entrepreneurship, migration, energy, information technology, and climate change.

Life Learning Development e.V.

Life Learning Development e.V. (LLD) was founded in Duisburg. They believe that investments in people and the power of education would result in the remarkable transformation of people that would serve as change-makers in creating a better society for all. Through knowledge, skills, the right tools, and abilities any society can attain its required advancement and sustainable development. Creative innovations in solving man's daily challenges are inbuilt, and can be learned and acquired if we look at all human beings as an individual and global community where there are opportunities to build a better world with no limitations. LLD provides climate change awareness among youth and adults.



Mine Vaganti NGO (MVNGO)

Mine Vaganti NGO (MVNGO) is a non-profit organisation established in Sardinia in 2009, that today runs global activities from its 4 offices, in Sassari; Sennori; Tempio Pausania and Berlin. "Mine Vaganti" means "something dynamic", that for our staff of professionals relates to being international social entrepreneurs who preserve a passion for social purposes, in a modern concept of a NGO. MVNGO promotes Intercultural Dialogue, Social and Green Entrepreneurship, Sport as a tool of Education, and Inclusion of Migrants and People with disability.



Osengo

The Osengo group: a plurality of complementary solutions dedicated to the future. Osengo offers continuous and work-study training in more than 7 sectors... The + of Osengo? European exchange programs with Osengo Europe!



Osengo allows you to reveal your profile and consolidate your experience in the service of your professional project through skills assessments and VAE with Osengo Consulting. Osengo is a guarantee of quality and seriousness certified Qualiopi with recognized training. Osengo has been committed for more than 40 years alongside people wishing to train. Companies or trainees, follow-up is our priority.

Module 1:

Starting off on the Right Foot



Introduction/Objectives

This first module is divided into three parts: Self- Assessment, Employment needs, and Expectations, and Understanding the current job market. Before searching for any job, it is very important to assess yourself and the job market. This module seeks to help participants understand their unique skills, values, and interests, and how they align with different career paths.

Learning Outcomes

Following the completion of Module 1, job seekers will be able to:

| | |
|--------------------------|---|
| Learning Outcomes | <ul style="list-style-type: none">• Determine their Interest and Experience• Determines their Skills, Career goal, and objectives• Learns about various Employability skills• Determine Employee needs and the expectation• Understand the labor market in Germany, Italy, and France |
|--------------------------|---|

Units and activities in this module:

| | |
|-----------------|--------------------------------------|
| Unit 1.1 | Self- Assessment |
| Unit 1.2 | Employment Need and Expectation |
| Unit 1.3 | Understanding the Current Job Market |

Unit 1.1: Introduction to Self-Assessment

A self-assessment is a process of assessing one's own knowledge, skills, and attributes to highlight strengths, weaknesses, and potential growth areas. A self-assessment helps job seekers in determining what they want and need in a job and coordinating their career objectives with their abilities and experience in the context of a job hunt. Without a clear grasp of who you are and the capacity to communicate this information to potential employers, conducting an effective job search can be difficult. With self-assessment, one can better understand their abilities, strengths, and career objectives with which one can boost their chances of finding a job that is suitable for them.

Regardless of whether you are a recent graduate looking for your first job or a professional in the middle of their career trying to change careers or jobs, you should be able to answer, "What career is good for you?". This question is answerable with the help of the self-assessment. Identifying talents, values, interests, and preferences to decide what types of roles are of interest and would be a good fit is the first step in the career development process.

There are numerous self-assessment tools available to aid with this process. Some of these can be self-administered while others must be administered by a qualified counselor who can help you interpret the results. By using these tools, individuals can learn to articulate their values and priorities, which in turn helps them in their job search and decision-making process.

Sub Unit 1.1.1 Interest and Experience Inventory

An Interest and Experience Inventory is a tool for evaluating a person's abilities, interests, and experiences. People can explore potential job options, discover their skill gaps and weaknesses, and make well-informed decisions about their future with its assistance. Questions concerning employment experience, education, hobbies, and personal interests are frequently included in this inventory. Exercises for self-evaluation to determine a person's strengths and weaknesses, preferred work environment, talents, and values may also be included. An Interest and Experience Inventory can be used to obtain data that can be utilized to drive professional development and make career decisions.

In order to analyze the interest and experience in detail it is necessary to make a list of all the things you've done during the past five years, along with any elements you enjoyed or disliked, and any lessons you gained. By making an inventory of your interests, you will gain a better knowledge of your personality and you will be able to recognize your strengths and weaknesses.

| <u>Interest and Experience</u> | | | |
|---|--|---|---|
| <u>School Activities (education, extra-curricular)</u> | | | |
| Activity | Like | Dislike | Learned |
| e.g. Group Project | <ul style="list-style-type: none"> • Team work • Team discussion • Team Brainstorming | <ul style="list-style-type: none"> • Missing the deadline • Team conflict | <ul style="list-style-type: none"> • Working diverse group • Conflict Handling • Compromising |
| e.g. Organizing school events | <ul style="list-style-type: none"> • Planning the event • Encouraging students to participate | <ul style="list-style-type: none"> • Setting up the room (physical aspect) | <ul style="list-style-type: none"> • Planning skills • Organising skills • To be tolerant and work well with other |

| <u>Work Activities</u> <u>(includes paid work experience, volunteer, professional Membership Work)</u> | | | |
|---|---|---|--|
| Activity | Like | Dislike | Learned |
| e.g. Sales Assistant | <ul style="list-style-type: none"> • Dealing with customers • Communicating | <ul style="list-style-type: none"> • Performing inventory | <ul style="list-style-type: none"> • Professional attitude • Dealing with customers |
| e.g. Volunteering in old age care | <ul style="list-style-type: none"> • Helping old people learn new skills | <ul style="list-style-type: none"> • Night Shift Very long shift | <ul style="list-style-type: none"> • To listen carefully for important information • To help people clarify their concerns |

| <u>Leisure/Family Activities (includes sports, social clubs, hobbies)</u> | | | |
|---|---------------------|---|------------------------------------|
| Activity | Like | Dislike | Learned |
| e.g. Photography | Visiting new places | Weather challenges Technical failure | Photographic skills New culture |

| Review you likes and dislikes and list your 5 most prominent entries in the space below | |
|---|----------|
| Likes | Dislikes |
| | |
| | |
| | |

Sub Unit 1.1.2

Employability Skills

Employability skills are the essential aptitudes and capacities that make a person qualified for work and success in their chosen field. Skills are acquired through a range of activities, including employment, voluntary work, hobbies, education, and social engagement.

The two basic categories of skills are typically hard skills and soft.

Hard skills are factual knowledge that is primarily taught at school or during other formal training. They are concrete and easily quantified. Examples include computer proficiency, first aid training, and technological know-how.

In contrast, **soft skills** can be learned through a variety of life experiences, including education, employment, voluntary work, and extracurricular activities. These encompass things like effective interpersonal and communication skills, planning, problem-solving, leadership, creativity, initiative, and professionalism, among other things. All companies, no matter the business or area, search for a variety of soft skills in potential employees. These talents are called transferable since they "come with you" from one experience or job to the next.

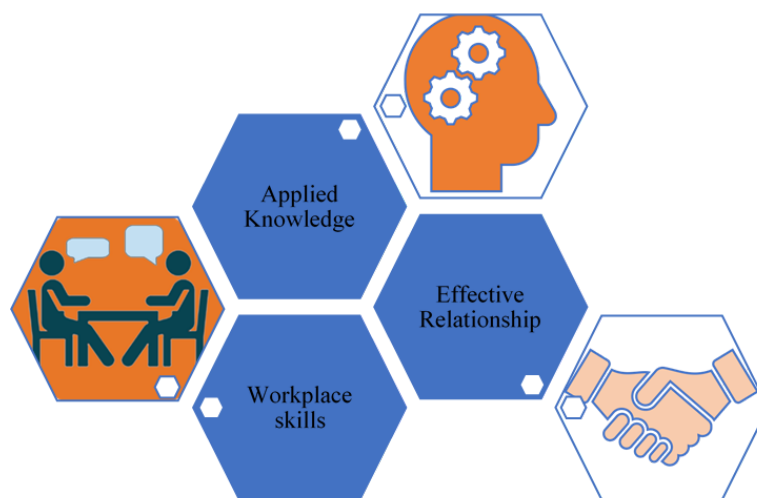


Fig 1: Common Framework for Employability Skill

(The Employability Skills Framework was developed as part of the Support for States Employability Standards in Career and Technical Education (CTE) and Adult Education project, an initiative of the Office of Career, Technical, and Adult Education, U.S. Department of Education. Framework development was guided by CTE, adult education, workforce development and business organizations, and twelve federal agencies. <http://cte.ed.gov/employabilityskills>)

Sub Unit 1.1.3

Skill Inventory

NOW it's time to examine your skills. Here the skills inventory will follow the common framework of employability skills mentioned above.

Scale your skills 4 being the most competent and 1 being the least competent

After examining, answer the prompted questions to narrow down your top choices and make a strategy for the further activities you will take to build or improve your desired talents.

Get Started:



Effective Relationship

Interpersonal Skill

1 2 3 4

Understands teamwork and works with others

☐ ☐ ☐ ☐

Responds to customer needs

☐ ☐ ☐ ☐

Exercises leadership

☐ ☐ ☐ ☐

Negotiates to resolve conflicts

☐ ☐ ☐ ☐

Respects individual differences

☐ ☐ ☐ ☐

Personal Qualities

1 2 3 4

Demonstrates responsibility and self-discipline

☐ ☐ ☐ ☐

Works independently

☐ ☐ ☐ ☐

Demonstrates a willingness to learn

☐ ☐ ☐ ☐

Demonstrates integrity

☐ ☐ ☐ ☐

Demonstrates professionalism

☐ ☐ ☐ ☐

Takes initiative

☐ ☐ ☐ ☐

Displays positive attitude and sense of self-worth

☐ ☐ ☐ ☐



Workplace Skills

Computer and IT Equipment Know-how

1 2 3 4

Understands and uses systems

☐ ☐ ☐ ☐

Use of computer and IT systems

☐ ☐ ☐ ☐

Operates and improves system

☐ ☐ ☐ ☐

Technology Use

1 2 3 4

Understands and uses Technology

☐ ☐ ☐ ☐

Communication Skills

1 2 3 4

Communicates verbally

☐ ☐ ☐ ☐

Listens actively

☐ ☐ ☐ ☐

Comprehends written material

☐ ☐ ☐ ☐

Conveys information in writing

☐ ☐ ☐ ☐

Observes carefully

☐ ☐ ☐ ☐

Information Use

1 2 3 4

Locates information

☐ ☐ ☐ ☐

Organizes information

☐ ☐ ☐ ☐

Uses information

☐ ☐ ☐ ☐

Analyzes information

☐ ☐ ☐ ☐

Communicates Information

☐ ☐ ☐ ☐



Applied Knowledge

Resource Management

1 2 3 4

Manage the time

☐ ☐ ☐ ☐

Manages Money

☐ ☐ ☐ ☐

Manages Personnel

☐ ☐ ☐ ☐

Manages Materials

☐ ☐ ☐ ☐

Critical Thinking Skills

1 2 3 4

Thinks critically

☐ ☐ ☐ ☐

Thinks creatively

☐ ☐ ☐ ☐

Makes sound decisions

☐ ☐ ☐ ☐

Solves problems

☐ ☐ ☐ ☐

Reasons

☐ ☐ ☐ ☐

Plans and organizes

☐ ☐ ☐ ☐

Applied Academic Skills

1 2 3 4

Reading Skills

☐ ☐ ☐ ☐

Writing Skills

☐ ☐ ☐ ☐

Mathematical strategies and procedures

☐ ☐ ☐ ☐

Scientific principles and procedures

☐ ☐ ☐ ☐

My Top 5 Skills:

- 1
- 2
- 3
- 4
- 5

What skills would you like to develop?

.....

.....

.....

Why are these skills important for you to develop?

.....

.....

.....

Sub Unit 1.1.4

Career Goals and Objectives

You probably have a better notion of the type of work you would like to pursue and in which areas now that you have finished your self-assessment. Utilize these concepts when creating your career objective (s). Your ideal work profile, which identifies the aspects of a job that are most significant to you, deserves special consideration. Your professional objective can be as wide or as detailed as you choose as you are still in the discovery stage.

Example

Specific Career Objective

Trainee position in the banking Industry
Head Chef in Gastronomy

General Career Objectives

A junior level Position in the financial services industry

Evaluate the self-assessment activities you undertook, then list your own career objectives and goals in the section below.

My Career Goal and Objectives

.....

.....

.....

Unit 1.2: Employment Need and Expectation

The specific requirements and preferences which a job seeker has when searching for jobs are referred to as employment needs and expectations. Employment needs may include things like a stable work schedule, a secure job, preference of the location, and a good work-life balance. Expectations for a job search can include things like pay, job title, and chances for career growth. When applying for a job, a person with several years of expertise in a certain industry can anticipate receiving a better income or a senior position.

It is crucial for job seekers to be aware of their own employment needs and expectations and to express these in a straightforward manner to potential employers while job searching. This can make it easier for them to acquire a job that fits their needs and expectations, which can increase job satisfaction and help them advance their careers over the long run.

Have you outlined the factors that you must take into account?

Sub Unit 1.2.1

Mobility Table

You need to consider a few things that apply to your situation before beginning a job hunt. A mobility table is a tool used to track and assess an employee's organizational travel needs. It is used to determine employability in terms of travel. This kind of mobility table contains data on the quantity and length of employee travel, the location of the journey (for example, domestic or international), and the associated travel costs.

Your Mobility Table

Where are you willing to work?

- | | |
|---|---|
| <input type="checkbox"/> Your Neighbourhood | <input type="checkbox"/> Your municipality and surrounding area |
| <input type="checkbox"/> Your Region | <input type="checkbox"/> Other Region |
| <input type="checkbox"/> Abroad | |

Are you ready to relocate for employability purpose?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Please Specify _____

Sub Unit 1.2.2 **Availability Table**

An availability table refers to the table which lists a job seeker's or an employee's availability in terms of their schedule, working hours, and other restrictions. Employers and recruiting firms can use this table to match the availability of job candidates with shifts and job criteria.

Your Availaility Table

Which shift are you willing to work?

- | | | | |
|------------------------------|----------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Weekends |
|------------------------------|----------------------------------|--------------------------------|-----------------------------------|

Doyou want to work Full-time, Part-time, or on Demand?

- | |
|--|
| <input type="checkbox"/> Full-time (30 or plus hours per week) |
| <input type="checkbox"/> Part-time (less than 30 hours per week) |
| <input type="checkbox"/> On Demand |

Are you willing to work overtime?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Do you wish to travel as part of job?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Do you have any schedule obligations (such as child care or family responsibilities)?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Please Specify _____

Sub Unit 1.2.3

Financial Need Table

A table that highlights a person's present financial condition and the resources required to find employment is referred to as a financial need table for employability. This table can be utilized as a guide to examine the financial demands and identify the professions and careers that are financially realistic for the job seekers.

Your Financial Table

Considering your financial responsibilities and experience, what salary do you expect ?..... Euro/Dollar

- ☐ Per Week
- ☐ Per Two Weeks
- ☐ Yearly

Sub Unit 1.2.4

Other Needs and Expectation Table

The table will help you summarize your specific needs and expectation from the job that you are looking for

Other Needs and Expectation

Do you have any specific requirements for the work setting (holidays, insurance, benefits, etc.)?

Do you have any criteria for your working environment, such as whether it should be inside or outside, hot or cold, dust-free, etc.?

Do you need to take into account any physical restrictions you may have, such as any physical limits or allergies?

Unit 1.3: Understanding the Current Job Market

The European Commission, Parliament and the council launched a plan in 2017. The EU Pillar of Social Rights Action plan expresses principles and rights for well-functioning labour markets. Their target is to reach 78% employment by 2030. In 2021, 73.1% of the total people were registered as employed. By the third quarter of 2022, a 74.7% employment rate was recorded across the EU. The following statistics were reported:

- *Germany: 80.8%*
- *France: 74.2%*
- *Italy: 64.6%*

Local labour markets will witness an employment growth of 10% across the EU by 2030. This shows that there is enough potential in the labour market to accept a new workforce. Therefore, a lot of opportunities are available for migrant and disadvantaged refugee women.

Different countries across the European Union have varied labour markets. The wants and needs of these labour markets are varied as well. Moreover, every labour market comprises different sectors. These sectors in return have their own wants and needs. These sectors target different sectors of the economy. Labour markets incorporate jobs such as warehouse helpers, sorter, packer, delivery rider, Cashier, Replenishment supervisor, Bartender, waiter etc.

All these sectors require certain skills that would make you eligible for the targeted job. Therefore, to properly understand the labour job market, it is essential to gather knowledge regarding the skills required in the labour market. Skills such as the openness to travel, work in shifts across the day (morning, day and night shifts). Some jobs require you to work on holidays like Sundays or other festival days. As a part of some jobs, you are required to lift weights up to 15 kgs maximum. As a part of the delivery job, you will be required to possess a cycle and enjoy cycling. The more tasks you are willing to perform, the more opportunities would be available for you.

Sub Unit 1.3.1

Understanding the Current Job Market- Germany

The current status of the labour market in Germany seems to be promising. With an 80% employment rate, it is evident that the chances of finding a job suitable to your preferences are immense. According to the German Ministry of Employment and Social Affairs 3.6 million new jobs will be created in the next 20 years (by 2040). One of the main aspects of understanding the needs of the job market is to understand the skills required. Like readiness to work during different parts of the day. For example Morning shift, Day Shift, or Night Shift. The ability to deal with people from different walks of life and cultures.

In some sectors like Gastronomie, you might be asked to work on national holidays like 31 December or 24 December. As a part of some jobs, you might be responsible for lifting weights up to 15 Kg. In the supply chain sector, you might be responsible for delivering food or groceries to customers. Therefore, you need to understand the needs and wants of different sectors of the labour market, and check if you have the skills to satisfy those needs and wants.

In addition to these few things, you need to figure out if traveling is a part of the job's responsibility and if you are willing to travel. Moreover, figuring out the per-hour wages in different sectors of the labour market will help you decide which sector suits your preferences.

Considering all the above-mentioned criteria will help you decide which sector of the labour market is more lucrative and best tailored to your preferences.

Sub Unit 1.3.2

Understanding the Current Job Market- France

The current job market in France is characterized by a combination of opportunities and challenges. The country has been grappling with a historically higher unemployment rate compared to its European counterparts. However, there have been gradual improvements in recent years. The COVID-19 pandemic has significantly impacted the job market, resulting in job losses and economic difficulties, particularly in sectors such as tourism, hospitality, and retail.

Despite these challenges, there are industries that continue to experience growth and demand for skilled professionals. The digital transformation is driving the need for professionals with expertise in areas like data analysis, artificial intelligence, cybersecurity, software development, and digital marketing. Companies are increasingly seeking candidates who can help them adapt to the digital age and stay competitive.

Remote work has gained significant attraction during the pandemic, with many companies embracing flexible work arrangements. This shift may have a lasting impact on the way work is conducted in the future.

Skills shortages remain a concern in France, particularly in technical fields and STEM-related disciplines. Employers are seeking professionals with a combination of technical skills and soft skills such as communication, problem-solving, and adaptability.

It's important to stay updated on the evolving job market situation, as conditions can change rapidly. Monitoring reliable sources such as government reports, labor market analyses, and industry-specific resources can provide valuable insights for job seekers in France.

Sub Unit 1.3.3

Understanding the Current Job Market- Italy

In January 2023, the employment rate was 60.8% in Italy. The employment rate is increasing for women, and the over 35s. On the other hand, the self-employed and young people have a slightly decreasing employment rate. Thus, while the unemployment rate is 7.9% overall, it is 22.9% for young people. This makes Italy one of the European countries with the highest rate of youth unemployment. It should be noted that the unemployment rate has decreased by 1.3 percentage points between 2020 and 2023, mainly due to active employment policies (apprendistato, GOL...).

An important element of the Italian situation is the split between North and South. Indeed, in the "mezzogiorno" the unemployment rate is 3 times higher than in the northern regions in 2023 (14.3% in the mezzogiorno against 5.1% in the northern regions). This is due to the rural composition of these regions and therefore the absence of a manufacturing, liberal or highly skilled labour force. Moreover, the young people most affected by unemployment are those with no diploma or only the secondary school certificate. Similarly, foreign populations are more likely to be unemployed: 14.5% compared to 9.1% for Italians. In this context, foreign women are even more affected with an unemployment rate of 17.7% (compared to 10% for Italian women).

In Italy, the sectors that are currently recruiting the most, according to a study carried out by ANPAL and Unicamere, are ICT (information technology, electronics and telecommunications), green energy, tourism and the cultural industry, the construction e infrastructure sector and health care/personal services. Not only are these occupations expected to grow in the coming years, but also retirements and the need for replacements.

To determine whether you have the skills to meet these requirements and wants, you must first comprehend the needs and desires of the various sectors of the labor market.

In addition to these aforementioned factors, you should consider whether traveling is required for the position and whether you are willing to do so. You can choose the industry that best meets your tastes by researching the hourly pay in various occupations.

You can determine which area of the labor market is more lucrative and best suited to your preferences by taking all the aforementioned factors into account.

Reference and Useful links/ materials that can be used to explore the topic in more depth

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Module 2: Seeking Job Opportunities through Networking



Introduction/Objectives

This second module is divided into two parts:

- How do I build a career network?
- And using online job search resources and job boards.

This module aims to provide detail on career networking through various platforms and a list of online job search resources and job boards in all partner countries. Participants will learn how to build and maintain a professional network, including how to use online tools like LinkedIn and how to reach out to potential connections.

Learning Outcomes

Following the completion of Module 2, job seekers will be able to:

Learning Outcomes

- Learn about career networking
- Learn the Networking skills and tips
- Learn how to build and maintain a professional network
- Learn about various networking platforms LinkedIn, Career fairs, social media, and personal connections.
- Learn about the various online job search resource and job boards in Germany, Italy, and France
- Learn about leveraging personal connection for job search

Units and activities in this module:

| | |
|----------|---|
| Unit 2.1 | How do I Build a Career Network? |
| Unit 2.2 | Using online job search resources and job board |

Unit 2.1: Introduction to how to Build a Career Network

A career network is a group of people with whom it is possible to generate professional opportunities in the private or professional sphere. It can be relatives, colleagues or former classmates. The constitution of this network is considered to be a fundamental element in order to be able to evolve in one's professional life. Networking allows for the exchange of information and opportunities that can be useful for your career. The network allows you to be informed of the different news of the sector of activity, of the positions available in certain companies, a greater visibility on the part of recruiters, a better knowledge of the expectations and characteristics of a position available and/or of a company.

Identifying a professional network is essential to benefit from these advantages. Whether through social networks or in the private/personal sphere, tools exist to facilitate the creation of one's own network. Indeed, the career network provides access to the "hidden job market". It is estimated that the vast majority of job offers are never made public on job search platforms. They are filled directly through word of mouth and recommendations. Therefore, building a professional network that is relevant and effective allows you to access this "hidden market" and therefore maximise your chances of finding out about job vacancies.

Sub Unit 2.1.1

Networking Skills and Tips

As we have said, building a professional network is important (if not fundamental) for finding a job. It is made up of people met in the private sphere as well as in the professional sphere. The individuals making up our network are those who could potentially provide information relevant to our job search. In order to effectively define one's professional network and build it up, various elements must be taken into account.

(a) Use social networks: We live in an increasingly digital world. Even if the professional network can be built up with professional and personal acquaintances, it is also relevant to try to expand it by "networking" online with people who have similar professional interests to you.

(b) Have a strategy: While networking is a very familiar practice for some, it is not for all. Therefore, it is essential to adopt a strategy. The first of these is the choice of the platform on which to build our professional network (LinkedIn, Facebook...). Once this first selection has been made, it is necessary to determine the people who are relevant to your professional network. For example, if I am a chef, it is unlikely that the presence of an author in my professional network will bring me any added value.

(c) Stay connected: On social networks, in order for the network to continue to exist, it is fundamental to keep it alive by sharing and publishing content. In this way, the algorithms will be able to suggest your profile to more people and you will appear in the first search results.

(d) Take care of your online presence: Today, more than 70% of recruiters believe that they consult candidates' profiles on social networks. Similarly, the LinkedIn account is often included in CVs. For these reasons, it is fundamental to take care of your digital image. If our profile - Facebook for example - is not intended for the constitution of a professional network, it may be appropriate to reduce its visibility on social networks.

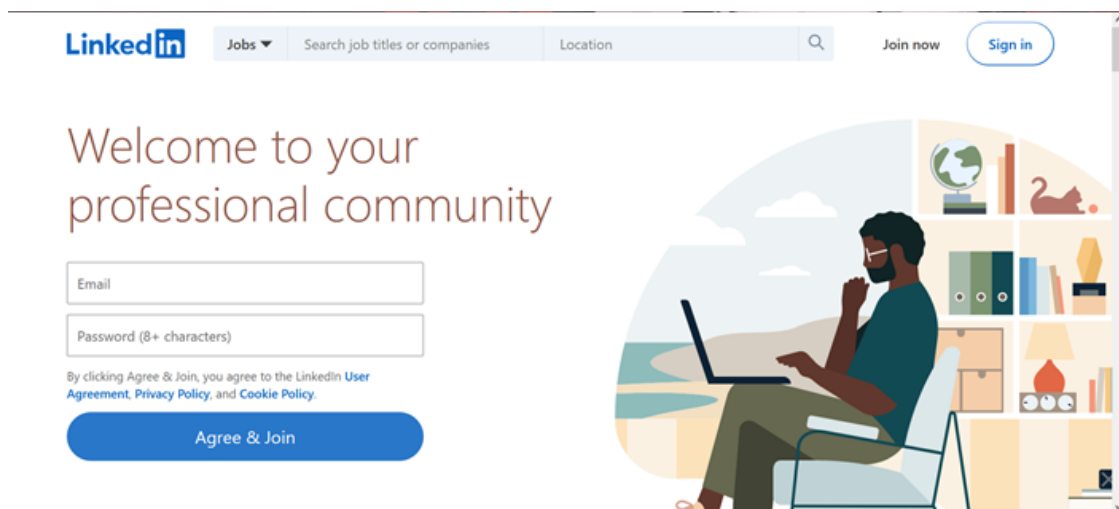
(e) Increasing referrals: Publications showing professional collaboration with other people/companies can be highly appreciated to increase the quality and quantity of one's network. Also, on LinkedIn for example, it is possible to be "recommended" for certain tasks. Colleagues can thus testify to your skills and abilities. This will be highly appreciated by potential employers.

Sub Unit 2.1.2

LinkedIn

LinkedIn is one of the main social networks for building a professional network. It allows, on the one hand, to consult job offers and, on the other hand, to be able to "network" and get in touch with people relevant to one's professional project. To access its features, free registration is required on the site: <https://www.linkedin.com/>

Step 1: Registration

The image shows the LinkedIn registration page. At the top, there is a navigation bar with the LinkedIn logo, a 'Jobs' dropdown menu, a search bar for job titles or companies, a location filter, and buttons for 'Join now' and 'Sign in'. The main heading reads 'Welcome to your professional community'. Below this, there are two input fields: 'Email' and 'Password (8+ characters)'. A small text line states 'By clicking Agree & Join, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.' Below the password field is a large blue button labeled 'Agree & Join'. To the right of the registration form is an illustration of a man with a beard and glasses sitting in a chair, working on a laptop. Behind him is a bookshelf filled with books, a globe, and other decorative items.

Step 2 : Fill in personal and professional information

Make the most of your professional life


Email
youremail@gmail.com

Password (6 or more characters)
..... Show

By clicking Agree & Join, you agree to the [LinkedIn User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

Agree & Join

or

 Continue as Project Design
lld.projectdesign@gmail.com

Already on LinkedIn? [Sign in](#)

Make the most of your professional life


First name
Your First

Last name
Last Name

Continue

Your profile helps you discover new people and opportunities


Most recent job title *

Project Manager  T S

Employment type

Full-time ▼

Most recent company *

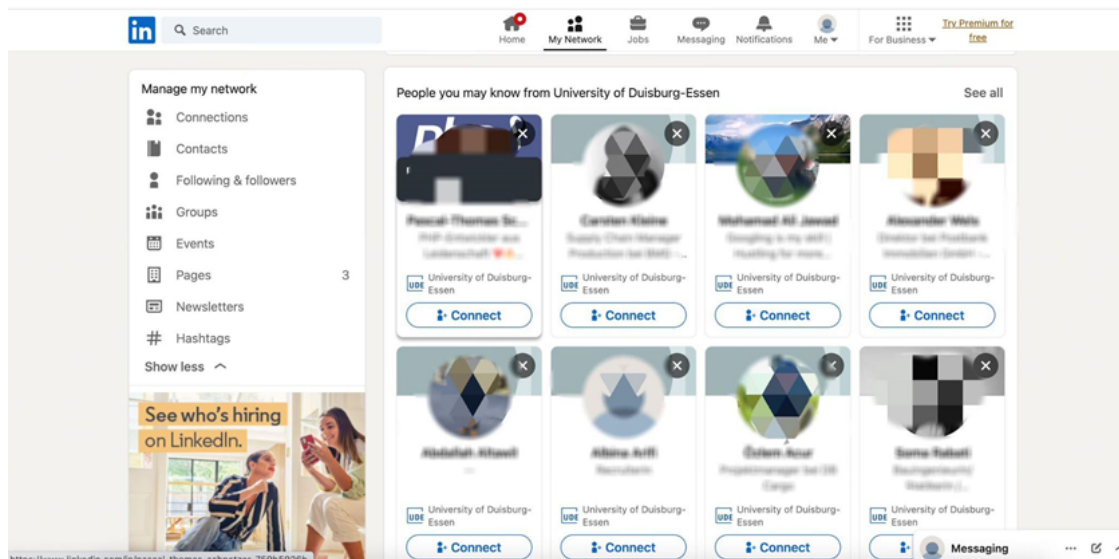
LLD DESIGN  T L

I'm a student

Continue

NB: It will then be possible to modify the different professional experiences and the job search.

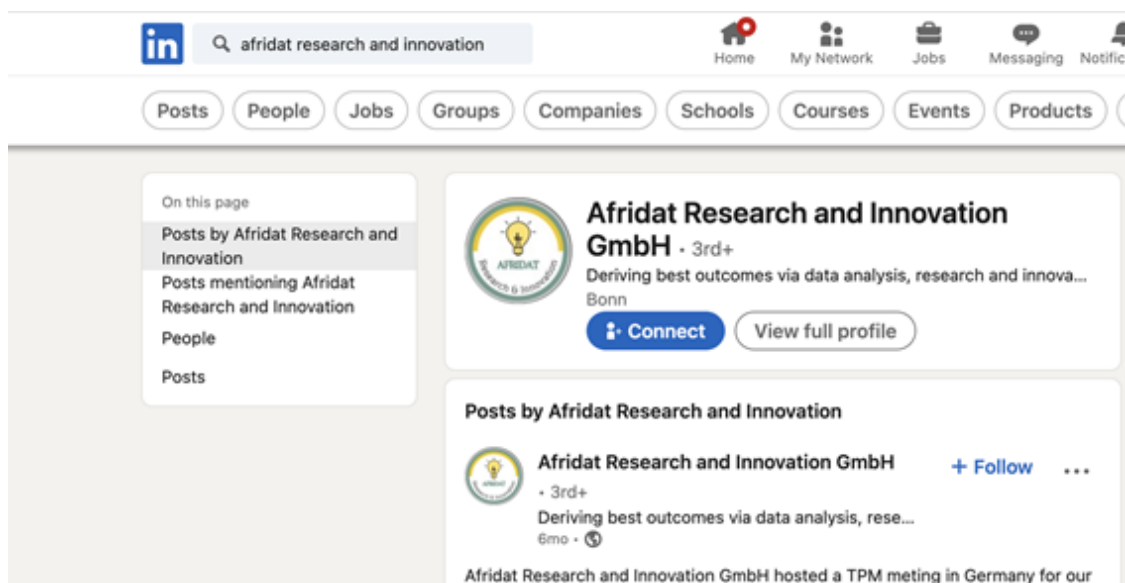
Step 3: The first steps in creating the network :



Once you have registered, you will have to "connect" with people whose profile is relevant to ours. Relevance is calculated by the jobs you have done, the interests you have, the companies you have worked for, etc. By going to the "network" or "search" tab, it will be possible to insert the name of a person or a company in order to "connect" with them.



Then simply click on "Follow" or "Connect" to connect to that company or person.

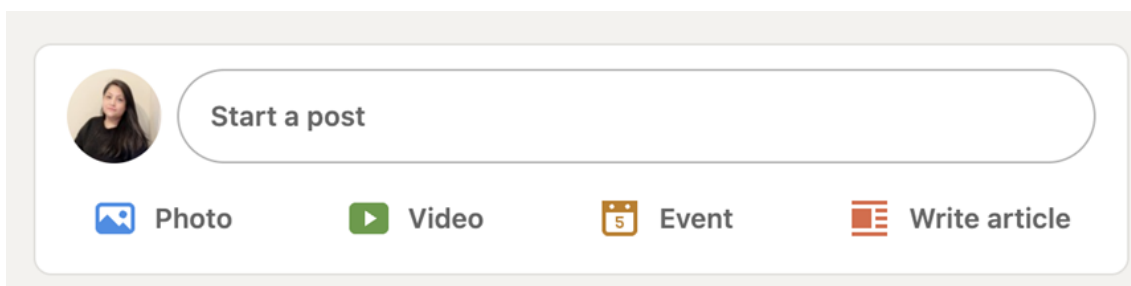


Step 4: Interact

To create a network and maintain it, it must be alive. To do this, it is strongly advised to publish or relay content. The functions "Like", "Support" and other options, "comments" and "Repost" allow this.



It is also possible to publish content directly. To do this, simply go to the home page by clicking on the LinkedIn icon (top left) and then on "Start a Post". This feature also allows you to add images, videos, events and articles.



Some practical information:

- It is important to take care of your LinkedIn profile to make it more accessible (quality of the language, profile picture...)
- The quantity of people "connected" does not make the quality. It is important that the people who make up your network can be a real asset.
- Take care of your digital image: like any social network, your interactions with the various posts and your publications will be saved and visible (unless you limit yourself). So be careful about the content you share and interact with.
- Remember to update the different parts of your LinkedIn account (phone number, search city...)

Sub Unit 2.1.3

Career Fairs

Career Fairs (also known as "job fairs" or "career expo") are professional meetings that can be organised by different actors (public, private, universities...). They are events where employers meet directly with candidates and where job seekers can get more information about job offers and companies. Career Fairs are important moments because they allow direct interaction with companies and employers. The meeting can thus take the form of a job interview. It is therefore important to be prepared for this type of exercise.

Beyond the direct job search, Career Fairs allow you to get to know new realities and opportunities. Going to these events allows you to increase the information available to you during your job search, but also to build your network. To be successful in networking, it is therefore important to show your uniqueness by being proactive in dialogue and exchange. Moreover, creating a network requires contact. Whether it is virtual or digital, it is advisable to note the name and/or contact details of the company and, above all, of the contact person. By doing so, the chances of creating a professional relationship are greater.

Some Recommendations:

- Consult the employers who will be present
- Take enough copies of your CV and possibly a generic cover letter with you.
- Taking care of your physical appearance
- Preparing a presentation speech

Sub Unit 2.1.4

Social Media

We have already talked about LinkedIn as a fundamental tool in the job search and in the constitution of a network. However, social networks in general can be an important tool in the job search. Indeed, our main professional network is made up of our relatives and colleagues. We are often primarily connected to these people on social networks. Thus, posting professional content on these platforms can be a real asset in the job search. In the same way, thanks to posts, it is possible to tell people around us that we are looking for a job and thus stimulate our network. Finally, many "groups" or "pages" exist on social networks and allow a greater sharing of information: job offers, employment law, advice of all kinds... Following these pages and interacting with the members can be an excellent way to network.

As we mentioned earlier, recruiters have a strong tendency to monitor candidates' profiles on social networks. Therefore, it is important to pay attention to the image that one can send back on these platforms and therefore to the content published. In particular, political, religious or other content that could negatively influence your image should be limited or at least not very accessible to recruiters.

Social networks can also be important to get to know a company better and thus prepare your application. By identifying more precisely the expectations, the identity and the profile of the company or of the person in charge of the applications, the CV and the cover letter can be written in a more relevant way. Finally, thanks to the different functionalities of social networks, it is also easier to contact people directly to request information. Be careful, however, to respect people's privacy. It can sometimes be inappropriate to send an application in a "private" way, using social networks. In this case, prefer more traditional channels such as email for example.

Sub Unit 2.1.5

Personal Connection

Personal knowledge is the first foundation of the professional network. Through word of mouth, it is possible to access jobs and information (about a company, a job, a field of activity, training courses, etc.)

Personal connections are often characterised by their strong and trustworthy character. Indeed, they are generally friends or family members. For this reason, they are a privileged channel for accessing job offers. The "hidden market" of employment is thus highly accessible thanks to these personal acquaintances. Indeed, social and professional networks (such as LinkedIn for example) are limited since the relationships that are created remain very superficial.

Thus, if these networks allow the professional network to be increased, the personal connections are often the most qualitative. It is through them that direct recommendations can be made and thus open the door to a professional opportunity.

Colleagues can also be part of these personal connections, provided that a strong enough link has been created with them. In this context, they can be important allies if you want to change jobs.

Finally, personal connections (family, friends, colleagues, relatives) should be considered in the job search. Although fewer in number, they are often relevant because they belong to the same social group as us, frequent similar spaces and have similar jobs to those sought. In addition, the quality of the link created makes it easier to access recommendations and information beneficial to the job search. Therefore, it is strongly recommended to use your personal network when looking for a job, especially through word of mouth.

Unit 2.2: Using Online Job Search Resources and Job Board

Preparing for job search is not limited to successfully establishing a skill inventory but also recognizing what kind of labor market job piques your interest or sounds the most lucrative. The labor market can be divided into several sectors like Gastronomy, Logistics, Services, Construction etc. Once the area of interest has been recognised and finalised. The next step is to utilize various job search resources. One of the most important resources are various online job search platforms.

In the following section you can find a list of job search platforms that are popular in Germany and focus on the job opportunities available in the German labour market and the features provided by them.

Sub Unit 2.2.1

Using Online Job Search Resources and Job Board: Germany

The following table presents various platforms (online or offline) where you can search for job opportunities.

| Job Board | Description |
|--------------------------|---|
| LinkedIn | A platform where you can create a profile and connect with various professionals across the industry. It also provides a platform that features job listing. You can also inform yourself about the latest industry trends. You can follow your favorite companies and track their development. |
| XING | This platform offers the opportunity to connect with professionals from the industry. You can create a profile to represent your career accomplishments. An updated profile would attract more recruiters. |
| Indeed | You have the opportunity to create a profile. You have a wide range of opportunities to choose from. You can also track the status of your application and keep a record of the jobs that you have applied to. |
| Stepstone | This platform targets the core German labour market. You have the chance to select from various opportunities. The opportunities are available for seekers from different walks of life and career. |
| Randstad | This is a recruiting agency. They have an office in every city. You can visit their premises with your CV and discuss with them the type of job you are searching for. They will have you find a job and ease the recruitment process. You can also visit their website (https://www.randstad.de/) to apply for jobs. Most of the employees speak English, therefore communicating with them becomes easier. |
| Adecco | This is a recruiting agency. They have an office in most of the cities. You can visit their premises with your CV and discuss with them the type of job you are searching for. They will have you find a job and ease the recruitment process. You can also visit their website (https://www.adecco.de/) to apply for jobs. |
| Bundesagentur für Arbeit | It is the German Federal Agency responsible for the Ministry for Labour and Social Affairs. You can visit them to discuss job opportunities. You can also register with them for unemployment benefits and how the process would work. You can visit their website to inquire about job search and other job related queries. (https://www.arbeitsagentur.de/) |

Whether you are a student, a recent graduate, a migrant, in between jobs or a refugee, these platforms encompass opportunities for. Moreover, if you are looking for a job in a particular sector, then you can use specific keywords.

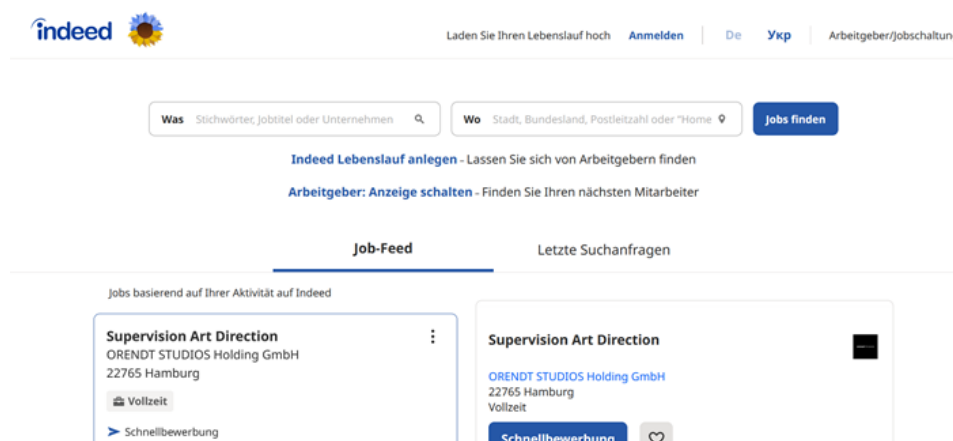
For example: if you are interested in Jobs in the Gastronomie sector, then you can use keywords such as Event management, Service, Food craft etc. Keywords can be found for every employment sector.

In addition to using these keywords, platforms like LinkedIn or Xing are good for networking and establishing connections with experts from the sector of interest. These platforms are like social media platforms but focus on enhancing your career and bringing you new trends and innovations across the industry. Therefore, it is advised to have a detailed profile on these platforms.

To navigate through LinkedIn you can look briefly in 2.1.2 chapter.

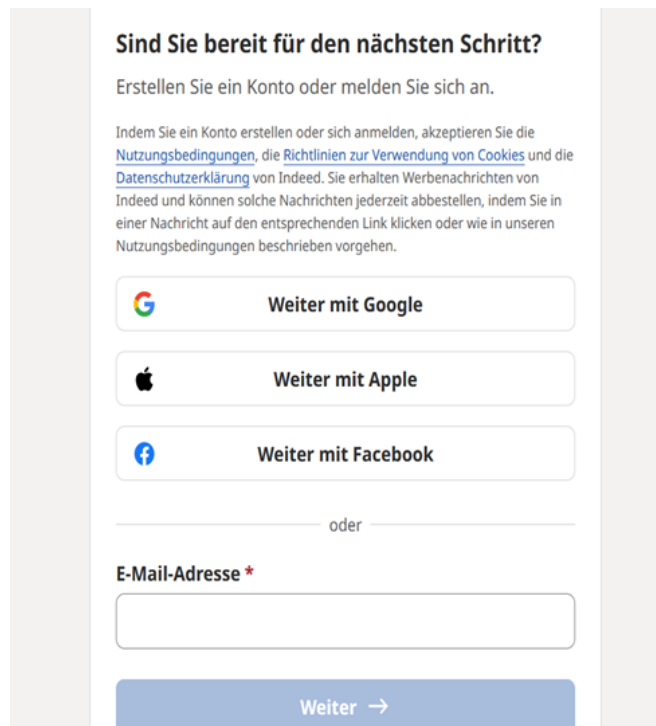
Networking can be limited to the LinkedIn platform, but jobs can be searched for on various platforms. Platforms such as Indeed, Monster, Stepstone, and Glassdoor focus primarily on job search and have a wide variety of opportunities to choose from.

Moreover, the interaction with the user interface of these platforms is more or less the same. The same navigation technique is valid and applicable to all platforms. Therefore, in this section, we will get familiar with the user interface of the Indeed platform.



This is the homepage of the platform. Here you can directly search for jobs by using valid keywords. However, you require an account to apply for jobs. The following steps can be followed for creating an account.


Step 1: Click on the anmelden option. You will see the following screen.





Sind Sie bereit für den nächsten Schritt?

Erstellen Sie ein Konto oder melden Sie sich an.

Indem Sie ein Konto erstellen oder sich anmelden, akzeptieren Sie die [Nutzungsbedingungen](#), die [Richtlinien zur Verwendung von Cookies](#) und die [Datenschutzerklärung](#) von Indeed. Sie erhalten Werbenachrichten von Indeed und können solche Nachrichten jederzeit abbestellen, indem Sie in einer Nachricht auf den entsprechenden Link klicken oder wie in unseren Nutzungsbedingungen beschrieben vorgehen.

 Weiter mit Google

 Weiter mit Apple

 Weiter mit Facebook

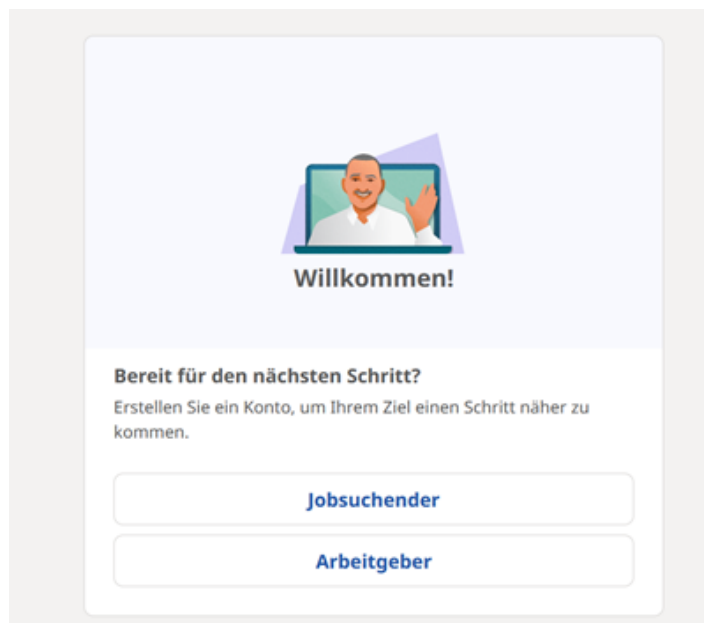
oder


E-Mail-Adresse *

Weiter →

Here you can use your existing accounts to connect to the platform or provide a different email address.

Step 2: After you click on weiter, you will see the following dialog box.





Willkommen!

Bereit für den nächsten Schritt?

Erstellen Sie ein Konto, um Ihrem Ziel einen Schritt näher zu kommen.

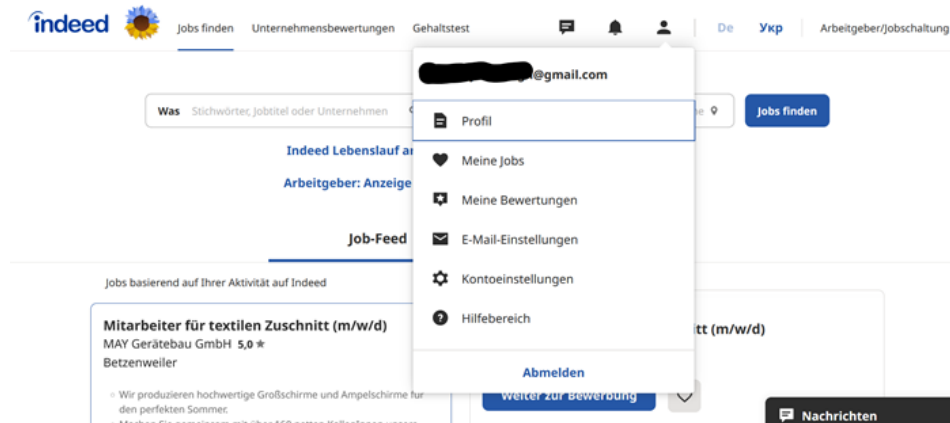
Jobsuchender

Arbeitgeber

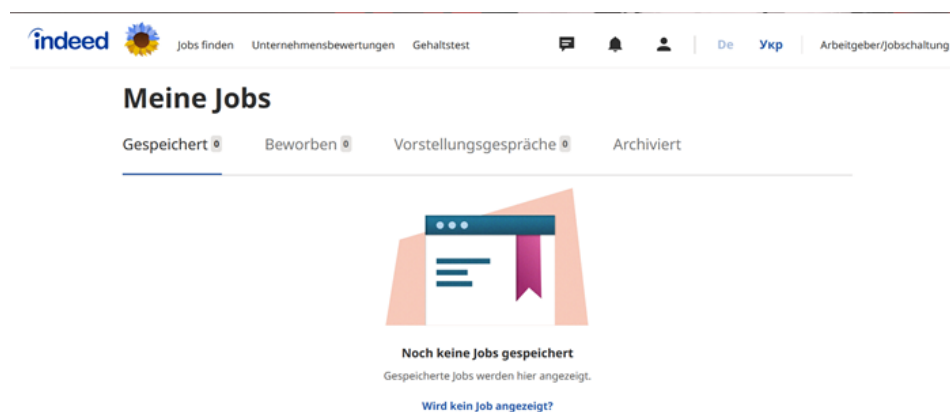
As we are searching for jobs, please select the Jobsucher option.

The completion of step 2 marks the completion of the registration process.

Before resuming with the job search, we will get familiar with the job application tracking page.



By clicking on the icon that looks like the emoji, we will see a menu. From this menu, click on the Meine Jobs option. After that, you will be redirected to the following window.



The following information is available in this window.

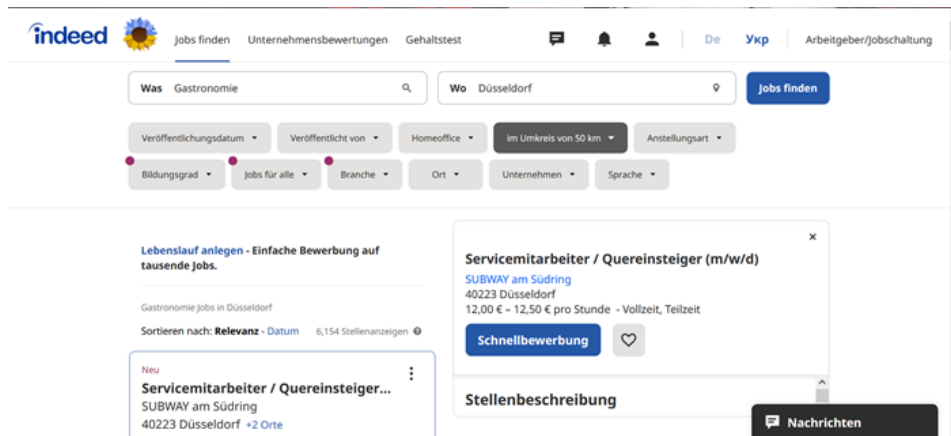
Gespeichert: You have the option for saving job offers that you find lucrative and apply to them at a later date/time.

Beworben: Here you can see the offers that you have applied to.

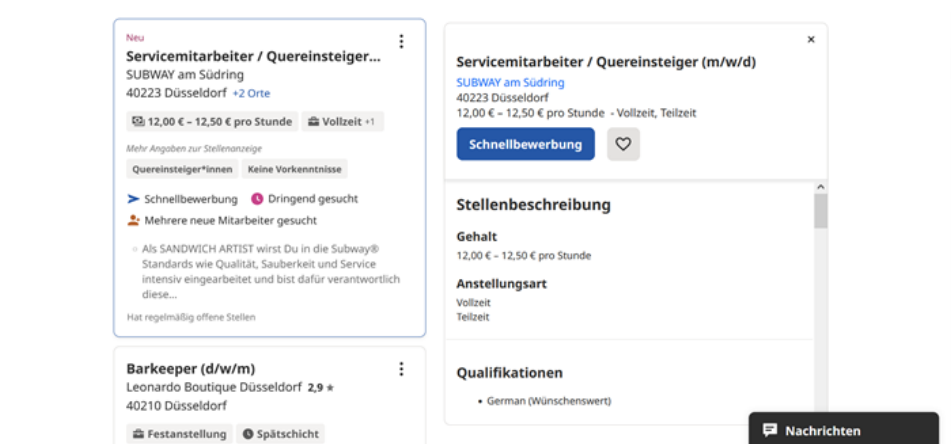
Vorstellungsgespräche: The applications that have progressed to the interview stage.

Now continuing with the job application process.

After coming back to the homepage. Let us assume that we are searching for jobs in the Gastronomie sector. Hence, we will use the keyword: **Gastronomie**.



After scrolling down, you will be presented with a list of jobs in the reference to the keyword.



After selecting the opportunity, on the right side of your screen, you will see a brief introduction to the company culture accompanied by a list of your responsibilities, skills required and benefits offered by the company. Here, the skills inventory created will come in handy. You can compare the skills in the inventory with the skills mentioned in the job offer and check which opportunity is best suited for you.

This way you can look through various options and select the opportunity tailored to your preferences.

Sub Unit 2.2.2

Using Online Job Search Resources and Job Board: France

| Job Board | Description |
|----------------|--|
| Pôle Emploi | Pôle Emploi (French Public Employment Service): Pôle Emploi is the official public employment service in France. It offers a comprehensive platform for job seekers to search for job listings, access career guidance, and apply for unemployment benefits. It also provides services for employers, including posting job vacancies and finding suitable candidates. |
| Indeed France | Indeed is a popular global job search engine. It aggregates job listings from various sources, including company websites, job boards, and recruitment agencies. Job seekers can search for jobs based on keywords, location, and other criteria, and apply directly through the platform. Indeed also offers tools for creating resumes and managing job alerts. |
| LinkedIn Jobs | LinkedIn is a professional networking platform that also features robust job search functionality. LinkedIn Jobs allows users to search for job openings, explore companies, and connect with professionals in their field. It offers features such as job recommendations, advanced search filters, and the ability to apply directly through LinkedIn with your profile. |
| Monster France | Monster is a well-known international job board that operates in multiple countries, including France. It provides a platform for job seekers to search for job listings, create profiles, and upload resumes. Monster offers resources for career advice, resume writing, and interview preparation. Employers can also post job vacancies and search for potential candidates on the platform. |
| Apec | (Association for Executive Employment): Apec is a specialized job board and career development platform in France focused on executive-level and managerial positions. It offers a range of services tailored to professionals seeking high-level positions, including job listings, career advice, networking opportunities, and resources for professional development. |

Sub Unit 2.2.2

Using Online Job Search Resources and Job Board: Italy

The following table presents various platforms (online or offline) where you can search for job opportunities.

| Job Board | Description |
|-------------------------------|---|
| LinkedIn | A platform where you can create a profile and connect with various professionals across the industry. It also provides a platform that features job listing. You can also inform yourself about the latest industry trends. You can follow your favorite companies and track their development. |
| Monster.it | It's an important platform for finding jobs that allows you, after registering, to search for advertisements and publish your CV on the Net so that it can be easily found by companies looking for staff. |
| Indeed | You have the opportunity to create a profile. You have a wide range of opportunities to choose from. You can also track the status of your application and keep a record of the jobs that you have applied to. |
| Agenzia privata per il lavoro | They are organisations authorised to offer services related to labour supply and demand. Specifically, the agency works to facilitate the meeting between the two parties with the dual purpose of providing companies with selection tools and services, and candidates with support for training and for finding a job suited to their skills and aspirations. In Italy there are several types of "agenzia per il lavoro" which should be contacted. |
| Randstad | This is a recruiting agency. They have an office in every city. You can visit their premises with your CV and discuss with them the type of job you are searching for. They will have you find a job and ease the recruitment process. You can also visit their website (https://www.randstad.it/) to apply for jobs. Most of the employees speak English, therefore communicating with them becomes easier. |
| Adecco | This is a recruiting agency. They have an office in most of the cities. You can visit their premises with your CV and discuss with them the type of job you are searching for. They will have you find a job and ease the recruitment process. You can also visit their website (https://www.adecco.it/) to apply for jobs. |

| Job Board | Description |
|----------------------|---|
| Centro per l'impiego | These are public structures whose role is to register jobseekers but also to provide them with training, registration in the various registers (categorie protette, garanzia giovani...), consultation, orientation, and matching of supply and demand. |

Reference and Useful links/ materials that can be used to explore the topic in more depth

1. Friar, J. H., & Eddleston, K. A. (2007). *Making connections for success: A networking exercise*. *Journal of Management Education*, 31, 104-127.
2. https://www.researchgate.net/publication/240696871_Learning_The_Art_of_Networking_A_Critical_Skill_for_Enhancing_Social_Capital_and_Career_Success
3. <https://www.linkedin.com/pulse/5-ways-boost-your-networking-skills-linkedin-fabiana-leal>
4. https://business.linkedin.com/talent-solutions/cx/21/06/uki-jobs-single-cta-11?src=go-pa&trk=semga_campid.17500942764_asid.136472514863_crid.604199166636_kw.linkedin%20hiring_d.c_tid.kwd298696183918_n.g_mt.p_geo.9043817&mcid=6842143201378230470&cid=&gclid=CjwKCAjwp6CkBhB_EiwAlQVyxUNQa0EhhjiEm_oivalbfKmkI8MQV0GX2cegJ6hEhsRhPFtZgP7FxoCANSQAvD_BwE&gclsrc=aw.ds
5. <https://www.linkedin.com/help/linkedin/answer/a511260/search-for-jobs-on-linkedin?lang=en>
6. Career Fair+, “The key to Career Fair Prep”
<https://www.careerfairplus.com/blog/prepare-for-a-career-fair>
7. TalentLyft, “What is Career Fair?”
<https://www.talentlyft.com/en/resources/what-is-career-fair>
8. Forbes, “The importance of social media during a job search”
<https://www.forbes.com/sites/forbescoachescouncil/2023/02/14/the-importance-of-social-media-during-a-job-search/>
9. Sci. Bio, “Using your personal connections to get a job”
<https://www.sci.bio/personal-connections-getting-hired/>
10. Indeed Germany: <https://de.indeed.com/>
11. Xing : <https://www.xing.com/>
12. Stepstone Germany : <https://www.stepstone.de/en/>
13. Randstad Germany: <https://www.randstad.de/>
14. Adecco Germany : <https://www.adecco.de/>
15. Bundesagentur für Arbeit : <https://www.arbeitsagentur.de/>
16. Pôle Emploi (French Public Employment Service): <https://www.pole-emploi.fr/>
17. Indeed France: <https://www.indeed.fr/>
18. LinkedIn Jobs: <https://www.linkedin.com/jobs/>
19. Monster France: <https://www.monster.fr/>
20. Apec (Association for Executive Employment): <https://www.apec.fr/>

Module 3:

Building your Job Toolkits



Introduction/Objectives

This third module is divided into two parts: CV writing and Cover letter writing. This module aims to provide learners with knowledge and techniques for writing a CV and cover letter for their job search.

Learning Outcomes

Following the completion of Module 3, learners will be able to:

| | |
|--------------------------|---|
| Learning Outcomes | <ul style="list-style-type: none">• Learn types of CV• Learn techniques for CV Writing• Learn how to customize the CV• Sample of CV writing styles from all partner countries• Learn techniques of cover letter writing• Understand the elements of cover letter• Sample of cover letter from all partner countries |
|--------------------------|---|

Units and activities in this module:

| | |
|-----------------|----------------------|
| Unit 3.1 | CV Writing |
| Unit 3.2 | Cover Letter Writing |

Unit 3.1: CV Writing

“A CV, or Curriculum Vitae, is a document used by individuals to communicate their education, skills, and work experience to potential employers. It is a comprehensive overview of a person's professional and academic background, and is used to demonstrate their qualifications and suitability for a job. A CV typically includes details such as personal information, education history, employment history, achievements, and relevant skills. The format and content of a CV can vary depending on the job and the country in which it is being used, but it is generally considered to be a key tool in the job application process.”

Define what makes a CV and what they will learn:

- Understanding the purpose of a CV: To effectively market yourself and stand out from the competition.
- Key components of a CV: including personal details, education, work experience, and skills.
- Tailoring a CV to a specific job: How to research the job requirements and highlight relevant experience and skills.
- Formatting and presentation: Tips on how to make your CV visually appealing and easy to read, including font choices and layout.
- Writing strong, clear and concise statements: Techniques for writing compelling descriptions of your experiences, achievements, and skills.
- Best practices for proofreading and editing: Importance of double-checking for typos, grammatical errors and ensuring consistency.
- Using CV-building tools and resources: Overview of online CV builders, templates, and examples to help guide you in the process.

Let's go !

Sub Unit 3.1.1

Customize your CV

Once the content is defined by the group let them discuss and define the visual customization for their CV.

Determine the purpose of the CV: Consider the job you're applying for and what the employer is looking for in a candidate as seen in the last unit.

To customize the layout of a CV, consider the following steps:

- Choose an appropriate format: Consider using a reverse-chronological format, which lists your most recent experience first, or a skills-based format, which emphasizes your skills and experiences.
- Make use of headings and subheadings: Use headings and subheadings to separate different sections of your CV, such as education, work experience, and skills.
- Use bullet points: Bullet points can help make your CV easier to read and highlight your achievements and accomplishments.
- Consider the font and color scheme: Choose a font and color scheme that is professional and easy to read.
- Use white space effectively: Make use of white space to break up text and make your CV easier to scan.

By following these guidelines, you can create a CV that is visually appealing, easy to read, and effectively showcases your qualifications and experiences.

If they have access to the internet and a computer here are some online tools to create nice-looking CVs:

- **Microsoft Word:** Microsoft Word is a commonly used word-processing software that provides templates and tools to create a professional-looking CV.
- **Google Docs:** Google Docs is a free, cloud-based word processing software that provides templates and tools to create a CV.
- **Canva:** Canva is a graphic design tool that offers a range of templates and tools to create a visually appealing CV.
- **VisualCV:** VisualCV is an online CV builder that offers a range of templates, tools, and resources to create a professional-looking CV.
- **Novoresume:** Novoresume is a modern CV builder that offers a range of templates and tools to create a visually appealing and professional-looking CV.
- **Resume.com:** Resume.com is an online CV builder that offers a range of templates, tools, and resources to create a professional-looking CV.

These are just a few of the many online tools and software options available to create a CV. When choosing a tool, consider factors such as cost, ease of use, and the range of templates and resources available.

Sub Unit 3.1.2

CV Writing - Germany

The skill inventory has been established and the job offer best suited to you have been selected. However, some preparations need to be made before submitting the application in response to the job proposal.

Note: If the job description is in German language, make sure to make your CV in German language. You can use the DeepL platform for translation purposes.

The first part is to create a CV. CV is a document that summarizes the following information:

1. **Personal details:** Like name, DOB, email address, residential address, etc.
2. **Academic information:** School education, university degree, etc.
3. **Professional experiences:** Jobs, internships, volunteering.
4. **Skills:** Language and computer.
5. **Soft Skills:** Like reliable, communicative, team player etc.

As per German standards, recruiters are attracted to CV's that have a minimalistic outlook and are straightforward.

The following figure represents a possible outlook of your CV.

Adele Neumayer

Kurzprofil
Ich habe 5 Jahre Berufserfahrung, die ich in einer internationalen Spedition gesammelt habe. Ich beherrsche fließend Englisch und Office-Software. Ich wird als energische und engagierte Person wahrgenommen. Ich suche einen Job als Sekretärin, in der ich meine Fähigkeiten und Erfahrungen zur Umsetzung der Unternehmensrichtlinien einsetzen werde.

Berufliche Erfahrungen

05/2016 – heute
Administrative Assistentin bei der Flint Group GmbH in Berlin

- Tätigkeitsbereiche: Erstellen von Power-Point-Präsentationen, die zur Entwicklung des Geschäfts beitragen.
- Ausschreibung offener Stellen des Unternehmens auf gängigen Jobportalen.
- Erstellen von wöchentlichen und monatlichen Berichten und Präsentationen.

08/1997 – 06/2000
Sekretärin bei der Terranets GmbH in Frankfurt

- Bearbeitung interner und externer Briefe und E-Mails.
- Organisation von Abkommen, Verträgen und Rechnungen.
- Organisation des Unterschriftenablaufs.
- Erstellen von Berichten mittels fortgeschrittener Excel-Funktionen.

Ausbildung

08/1997 – 06/2000
Studium der Anglistik und Germanistik an der Universität Berlin

Sprachen

Deutsch – Muttersprache
Englisch – B2

Kenntnisse & Fähigkeiten

- Programme: MS Word, MS Excel, MS Power Point - sehr gute Kenntnisse.
- Branchenaquater Ausdruck in der schriftlichen und mündlichen Kommunikation.
- Gutes Zeitmanagement.
- Selbständige Lösungsvorschläge bei bestehenden Problemen und Schwierigkeiten.

Adressen:
Kronenstraße 19, 10969 Berlin

Telefon:
033 XX XXX XX

Email:
adele.neumayer@gmail.com

Geburtsdaten:
07.12.1979

Zivilstand:
Ledig, keine Kinder

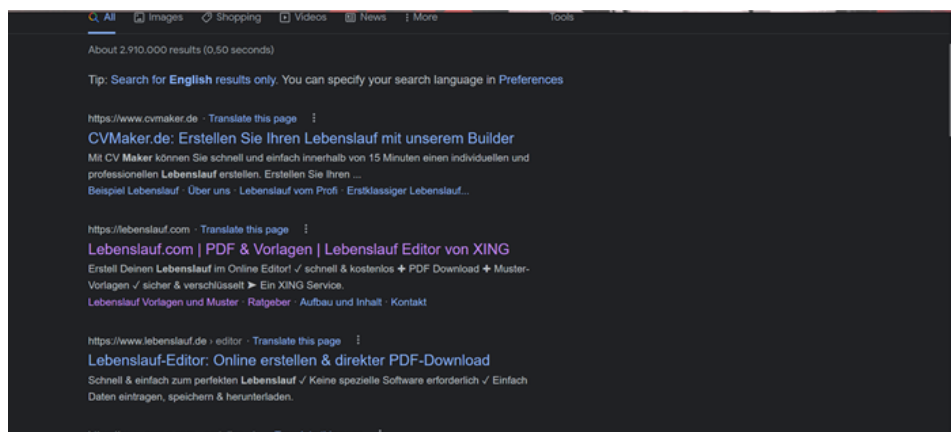
However, creating a CV structure by using applications like Microsoft Word. Even though it offers extensive control over the format of the structure, still creating a structure could be an elaborate task.

But, this hassle can be eliminated by using the CV creating platforms. These platforms offer ready to edit structures with various standard german formats to choose from.

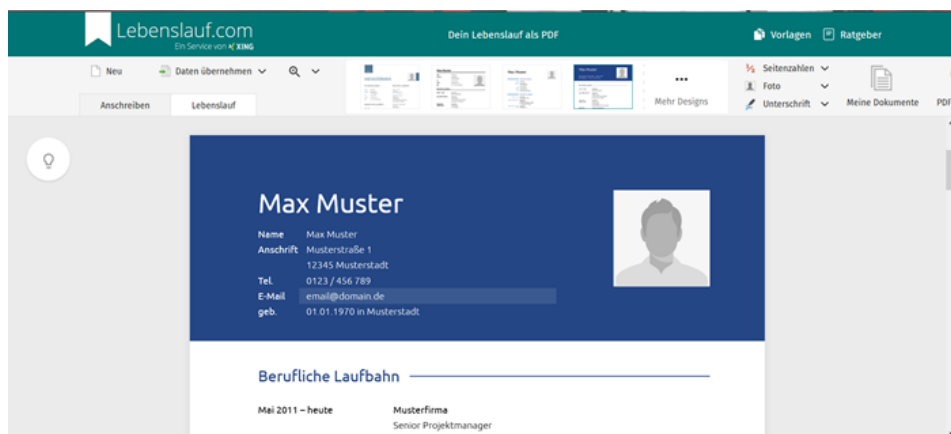
One such platform is Lebenslauf.com. This platform is also an extension of Xing. If you have a Xing based profile, then you have the option of importing your data. This will expedite the CV making process.

However, manually editing the CV structure is a seemingly easy process. In the following section, we will get familiar with Lebenslauf.com and how to edit the structure and enter relevant experiences and skills.

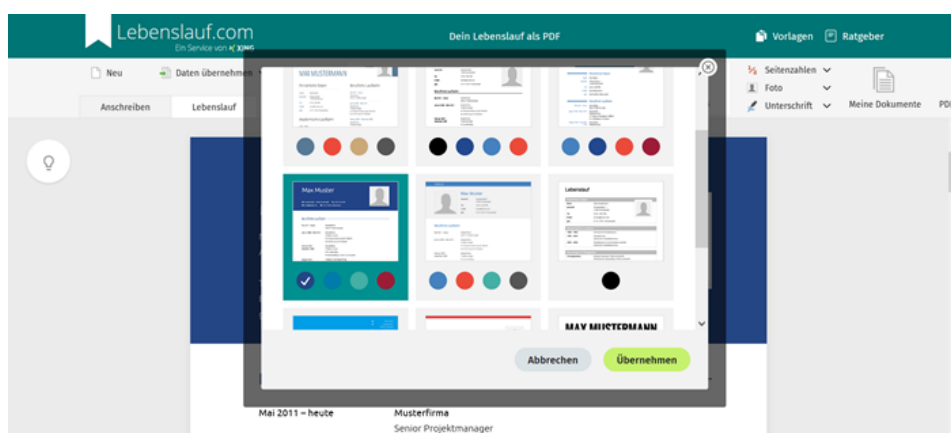
Step 1: Access the platform by searching lebenslauf maker on google.



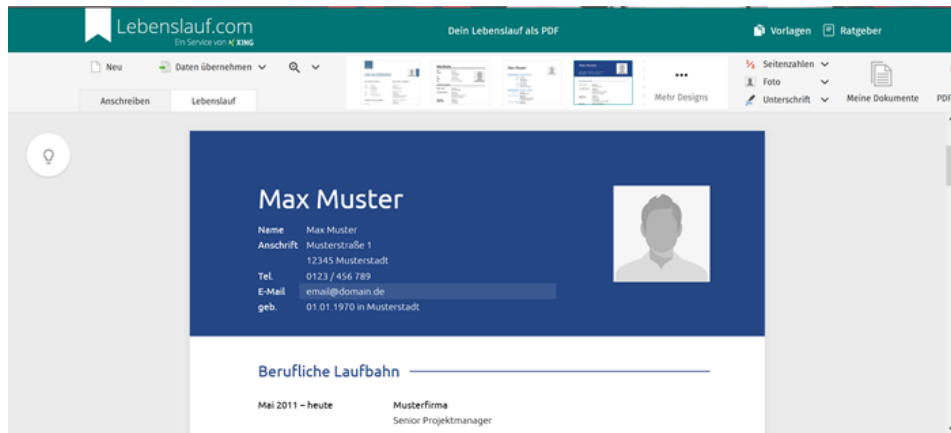
Step 2: Select the lebenslauf.com option. You will be redirected to the following page.



Step 3: By clicking on the mehr design option. You would have the option to choose from various formats and colors for them respectively.



Step 4: Choose the format that appeals to you the most.



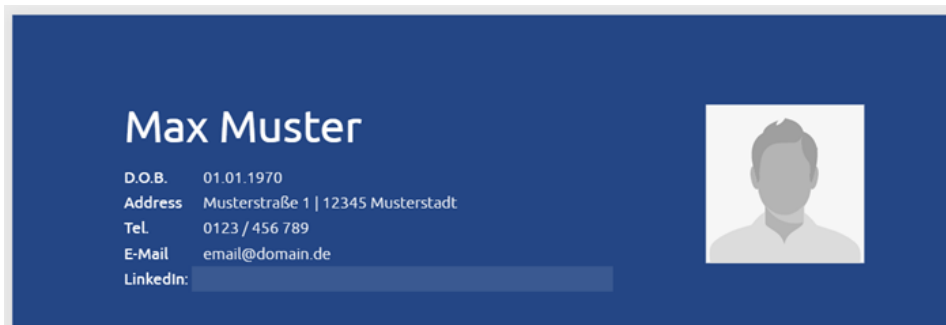
After choosing the format, the process of editing the CV can begin. The following steps will guide you through the CV editing process.

Step 1: Edit and enter your personal information in the top most field.



Tips:

1. Click on the category to delete it or edit the information.
2. Upload an image from your device by clicking on the picture frame.
3. On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.
4. The following order is advised.

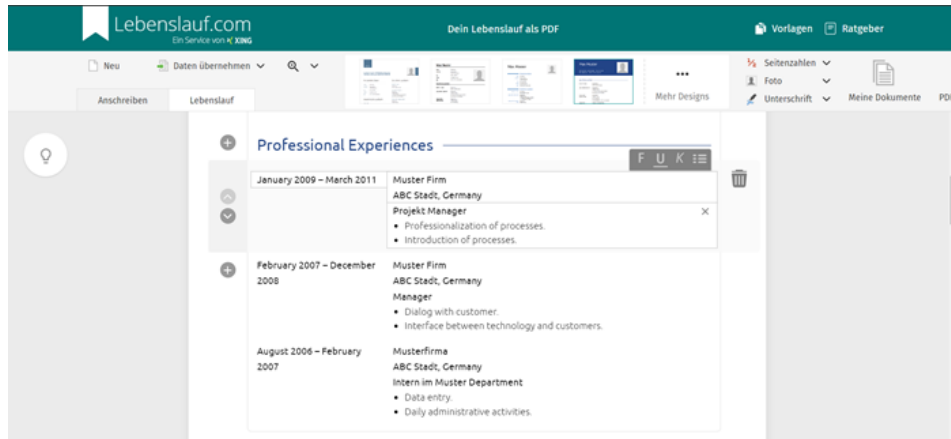


5. The link to the LinkedIn profile can be found in the Profile.

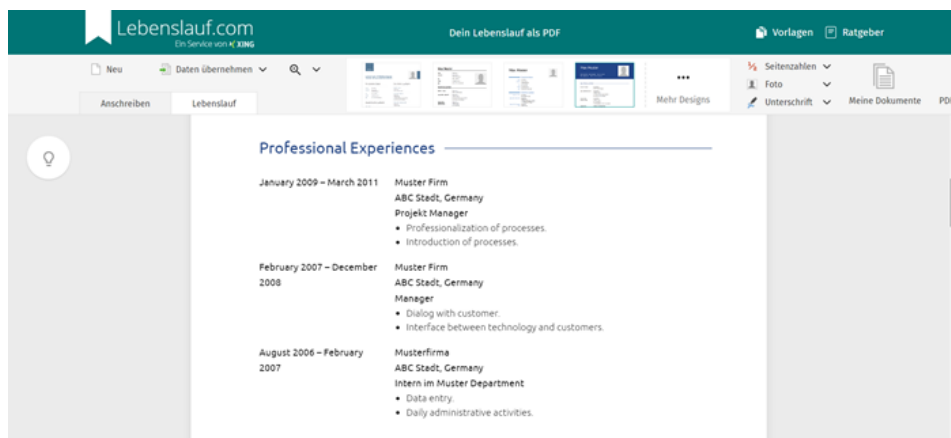
Step 2: Edit and enter your information about your professional experiences in the next field.

Tips:

- Click on the category to delete it or edit the information..
- On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.



- Enter the experiences from most recent to previous ones as seen in the example.
- Any job opportunity that is older than 5 years should not be considered.
- Include the name and location of the company followed by your position.,
- Describe your tasks responsibilities in brief bullet points and a quantifiable manner. For ex: Reduced delivery window by 5 minutes.
- The final professional experiences would look like the following figure.



Step 3: Edit and enter your information about your academic experiences in the next field.

Tips:

- Click on the category to delete it or edit the information.
- On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.

| Academic Experiences | |
|----------------------|--|
| 2003 – 2006 | Muster University ABC Stadt, Germany Muster studies: Core modules. |
| 1994 – 2003 | Musterschule ABC Stadt, Germany |

- Enter the academic experiences from most recent to previous ones as seen in the example.
- Include the name and location of the University/ school followed by core subjects that are a part of the curriculum.
- Duration of the course with years.
- Online courses, guided projects etc could also be included in this section.
- In case of an online course. describe the learning activities in brief bullet points.

Step 4: Edit and enter your skills in the next field.

Tips:

- Click on the category to delete it or edit the information.
- On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.

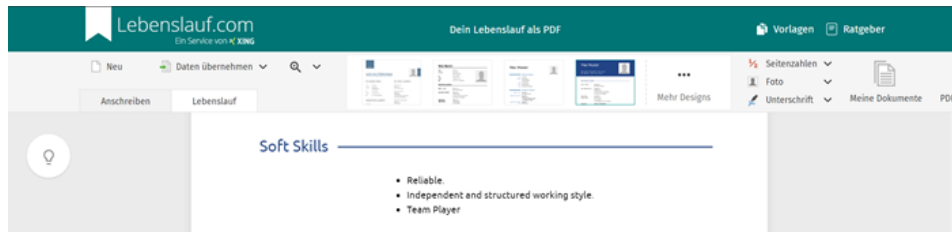
| Skills | |
|---------------|--|
| Language | <ul style="list-style-type: none"> English: Business Fluent German: Advanced Hindi: Native Speaker |
| PC-Kenntnisse | <ul style="list-style-type: none"> Microsoft Office (Word, Excel, PowerPoint) Warehouse Management System (WMS) Adobe Photoshop |

- It is advised to mention the proficiency level of the language skill.
- It is advised to mention the level of proficiency in the various computer skills.
- If there is a computer skill mentioned in the job offer, make sure to mention that skill in this section of the CV.

Step 5: Edit and enter your soft skills in the next field.

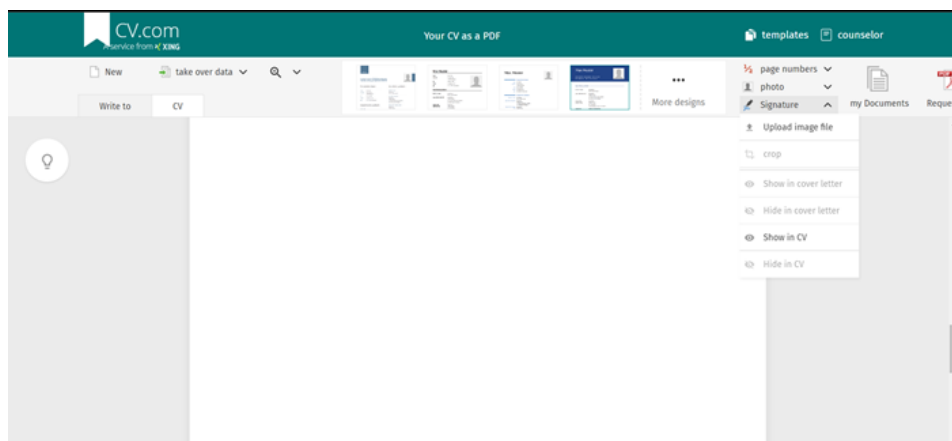
Tips:

- Click on the category to delete it or edit the information.
- On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.

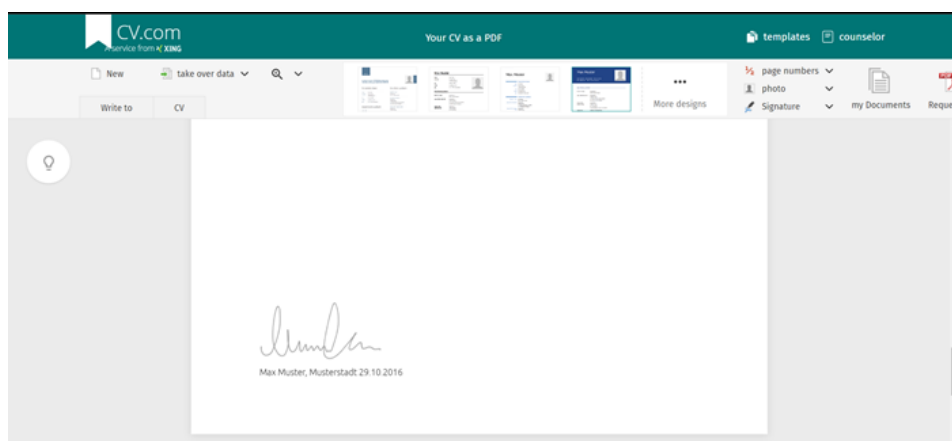


- Any soft skill that would be mentioned in or relevant to the job description.

The last step would be to include your signature at the end of the CV. This option can be enabled directly from the settings and you have the option for uploading an image of your signature.



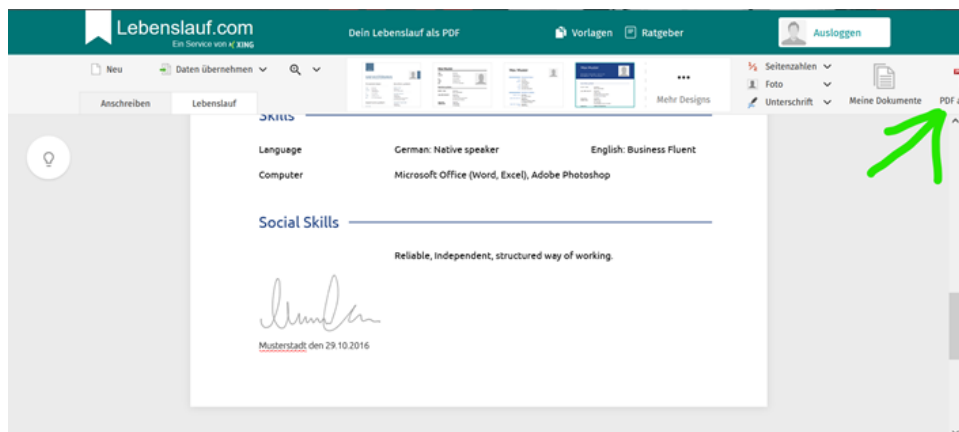
Click on the signature option followed by clicking on the Show in CV option.



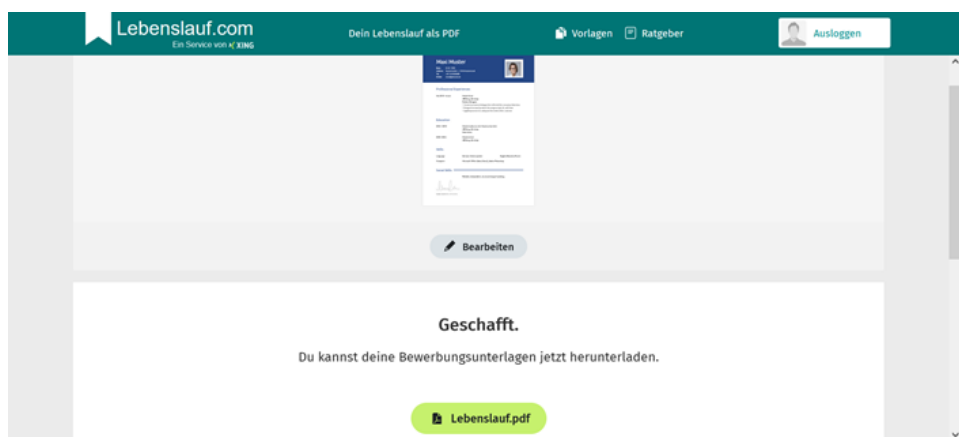
Some General tips for the CV:

1. You can highlight the main aspects of your tasks by making them bold.
2. Have different font sizes for the section heading and sub section information.
3. Make sure that keywords from the job description are mentioned in the CV. They should be spread across different sections and bolded.
4. Make sure your CV is no longer than one and a half pages.

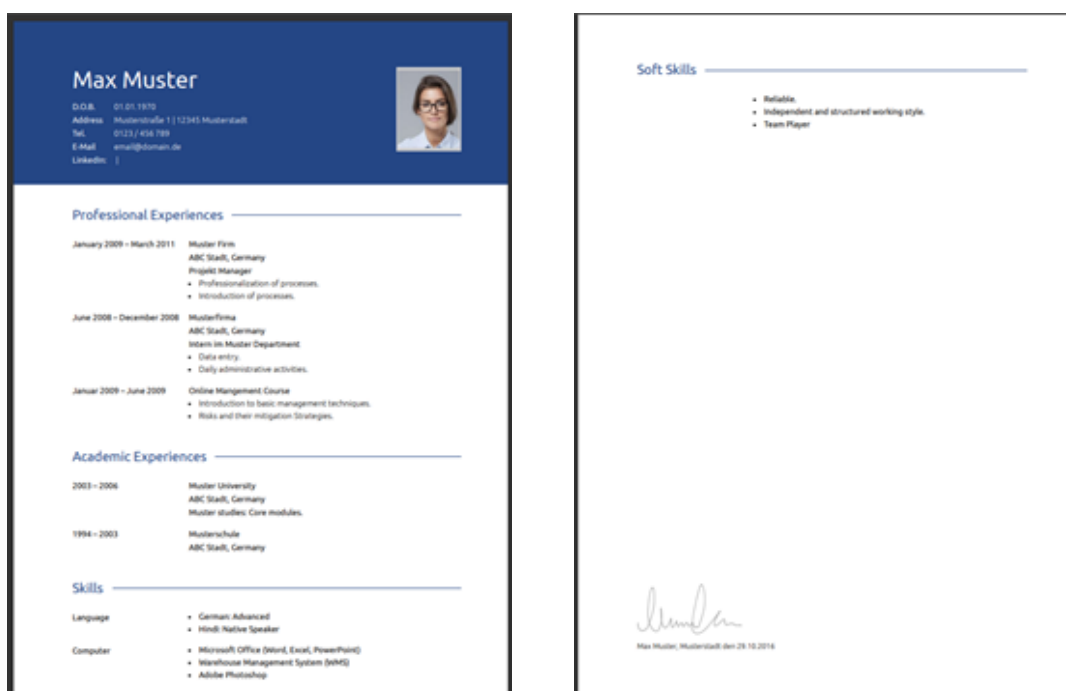
Your CV is now complete with all the relevant information and is ready to be downloaded.



After clicking there you will be redirected to the following.



Click on the Lebenslauf.pdf option and the pdf of the CV will be downloaded to your system. The final CV would look similar to the following figure.



Sub Unit 3.1.3

CV Writing - France

In France, the following specificities should be considered when writing a CV:

- **Length:** A French CV should be no more than 2 pages long.
- **Personal Information:** Include your full name, address, email, and phone number. In France, it is also common to include a recent photo and a personal statement (or "Lettre de Motivation") outlining your motivations and qualifications for the role.
- **Education:** Include details of your highest degree and any relevant academic achievements. In France, it is common to list the academic subjects studied, grades, and any academic honors received.
- **Work Experience:** Emphasize your most recent and relevant work experiences, including any internships or apprenticeships. In France, it is also common to list the company name, job title, dates of employment, and responsibilities for each role.
- **Skills:** Highlight your relevant skills and abilities, including any language skills, computer skills, and technical skills.
- **Professional Memberships:** If applicable, include details of any professional organizations or associations you belong to.

By considering these specificities and presenting your qualifications and experiences in a clear and concise manner, you can create a French CV that effectively showcases your qualifications and experiences, and helps you stand out to potential employers.

CV VENDEUSE

de CV Genius



06 06 36 54 43 votre.nom@gmail.com 132 rue de Saint Gens, 33000 Bordeaux linkedin.com/in/votre.nom

Profil

Vendeuse dans le domaine des cosmétiques et du prêt-à-porter féminin avec plus de cinq ans d'expérience dans la gestion d'un magasin, de la mise en rayon à l'encaissement, et de la gestion des stocks. Je suis dotée d'excellentes aptitudes relationnelles et d'un bon esprit commercial que je souhaiterais mettre à profit en rejoignant votre équipe au poste d'hôtesse de vente.

Expérience Professionnelle

01 Conseillère de vente en cosmétique

Sephora, Bordeaux
juillet 2022 – présent

- Accueil de la clientèle, identification des besoins et recommandations personnalisées pour environ 150 clients par jour
- Gestion des livraisons, de l'inventaire et des stocks, pour plus de 800 produits
- Participation active à l'atteinte des objectifs de vente pendant sept mois consécutifs (présentation des offres à la clientèle, participation au lancement des nouvelles collections, fidélisation de la clientèle)

02 Vendeuse en prêt-à-porter

H&M, Bordeaux
mai 2020 – juin 2020

- Réassortiment des rayons, contrôle de la propreté des espaces de vente et conseil aux clients
- Promotion des produits, encaissement et fidélisation des clients, avec l'inscription de plus de 500 clients au programme de fidélité
- Ouverture et fermeture du magasin

03 Vendeuse en prêt-à-porter

Morgan, Bordeaux
mai 2018 – mars 2019

- Tenue de la caisse, encaissement des achats clients, comptabilisation des recettes, promotion de la carte du magasin
- Participation à l'organisation des soldes, étiquetage, mise en rayon, décor saisonnier de la vitrine

Formation

BAC - Bordeaux
(2015 - 2017)
BTS Management des Unités Commerciales (MUC)

Compétences

- Excellentes aptitudes relationnelles
- Écoute active des besoins du client
- Logiciel d'encaissement (FastMag)
- Connaissance de l'univers de la mode et de la beauté
- Argumentaire de vente
- Gestion des stocks

Centres d'Intérêt

- Pratique de l'équitation
- Création de contenu sur Instagram sur les thèmes de la mode et de la beauté, suivi par 15,000 abonnés

Sample Professional CV- French

Sub Unit 3.1.4

CV Writing – Italy

A talent inventory has been created, and the ideal employment offer for you has been chosen. Before submitting the application in response to the employment proposition, however, some preparations must be made.

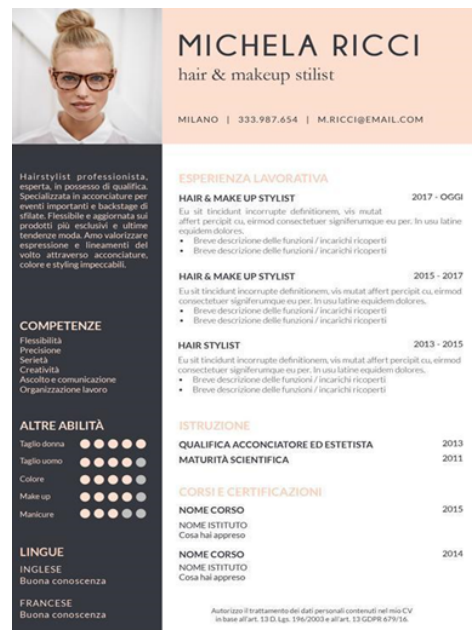
Note: Make sure to create your CV in German if the job description is in that language. The Deepl platform can be utilized for translation needs.

The first part is to create a CV. CV is a document that summarizes the following information:

1. **Personal details:** Like name, DOB, email address, residential address etc.
2. **Academic information:** School education, university degree etc.
3. **Professional experiences:** Jobs, internships, volunteering.
4. **Skills:** Language and computer.
5. **Soft Skills:** Like reliable, communicative, team player etc.

As per Italian standards, recruiters are attracted to CV's that have a minimalistic outlook and are straightforward.

The following figure represents a possible outlook of your CV.

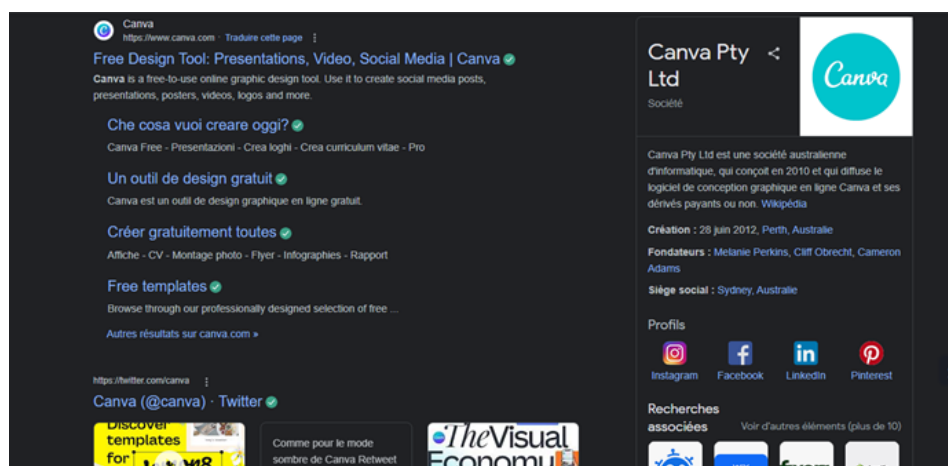


However, creating a CV structure by using applications like Microsoft Word. Even though it offers extensive control over the format of the structure, still creating a structure could be an elaborate task.

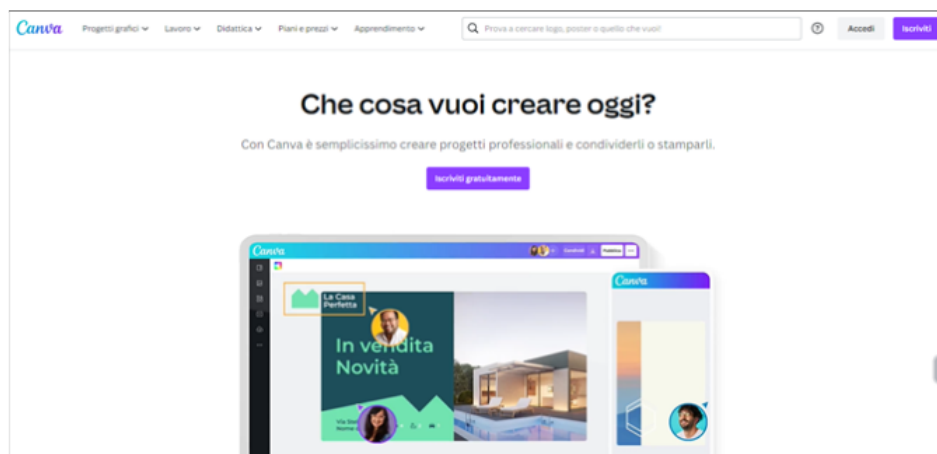
But, this hassle can be eliminated by using the CV creating platforms. These platforms offer ready to edit structures with various standard Italian formats to choose from.

One such platform is Canva.com. It can be used to create CVs and other visuals. Its mastery is an asset on a CV.

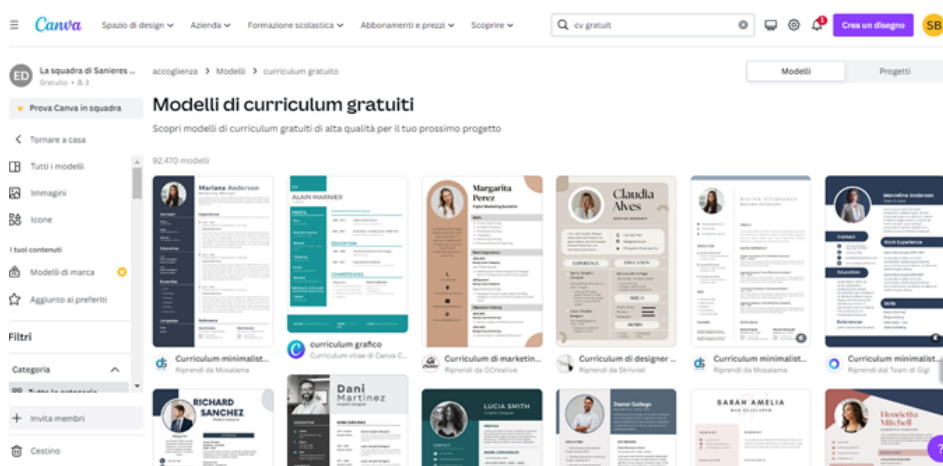
Step 1: Access the platform by searching Canva on google.



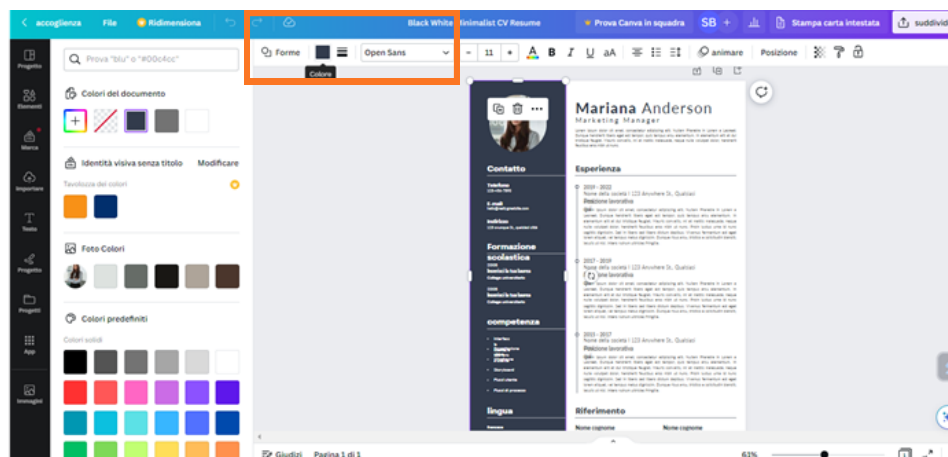
Step 2: You will need to create an account by clicking on “iscriviti gratuitamente”



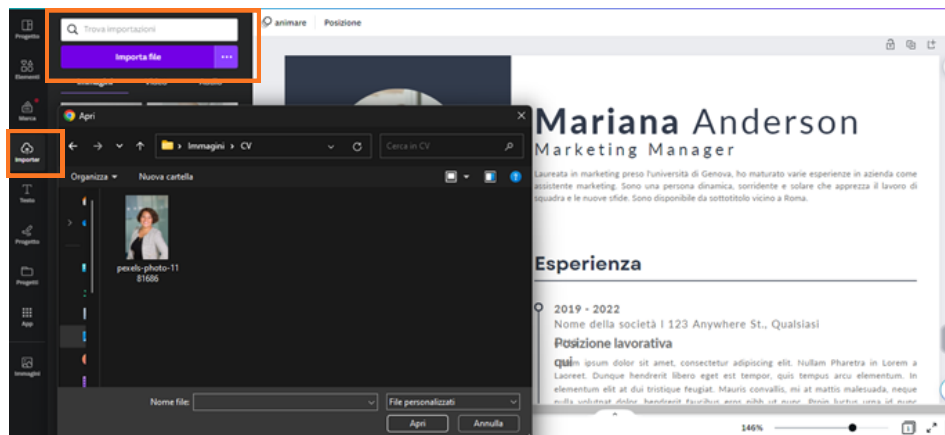
Step 3: Once you have registered, you can go to the search bar and enter "CV" or "curriculum" to see the different templates available. Select the one that best suits your taste and professional goals.



Step 4: Once you select a free format, you will be able to modify all the elements present, starting with the colours.

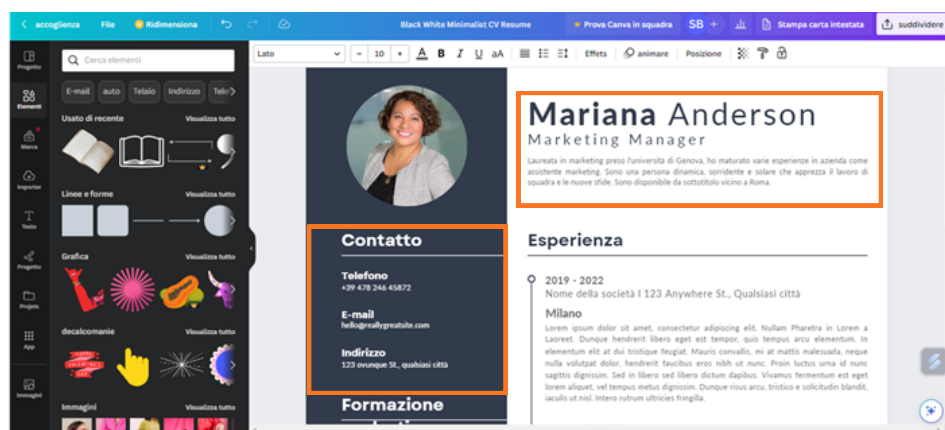


Step 5: To change the profile picture, simply click on "importare" in the far left column, "importa file" at the top of the dialogue box and select the desired picture on your device. Then select it and drag it to the location of the standard photo.



After choosing the format, the process of editing the CV can begin. The following steps will guide you through the CV editing process.

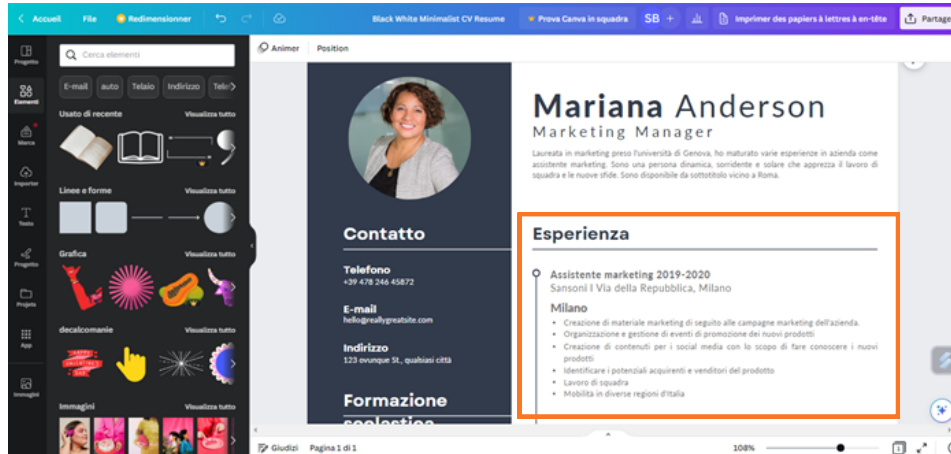
Step 1: Now, edit and enter your personal information in the top most field.



Tips:

1. Click on the category to delete it or edit the information.
2. You can edit the font, the colour and the size of your text.
3. The following order is advised.
4. The link to the LinkedIn profile can be found in the Profile.

Step 2: Edit and enter your information about your professional experiences in the next field.



Tips:

1. Click on the category to delete it or edit the information..
2. On the left side you can see a plus sign and arrows. These can be used to add a new field or reshuffle the field in an order of your liking.
3. Enter the experiences from most recent to previous ones as seen in the example.
4. Any job opportunity that is older than 5 years should not be considered.
5. Professional experience must be identified with the name of the position held.
6. Include the name and location of the company followed by your position.,
7. Describe your tasks responsibilities in brief bullet points and a quantifiable manner. For ex: Reduced delivery window by 5 minutes.
8. The final professional experiences would look like the following figure.

Step 3: Edit and enter your information about your academic experiences in the next field.

Tips:

1. Click on the category to delete it or edit the information.
2. You can add as many diplomas as you wish, but it is recommended to indicate only those relevant to the position sought.
3. Enter the academic experiences from most recent to previous ones as seen in the example.
4. Include the name and location of the University/ school followed by core subjects that are a part of the curriculum.
5. Duration of the course with years.
6. Online courses, guided projects etc could also be included in this section.
7. In case of an online course. describe the learning activities in brief bullet points.



Step 4: Edit and enter your skills in the next field.



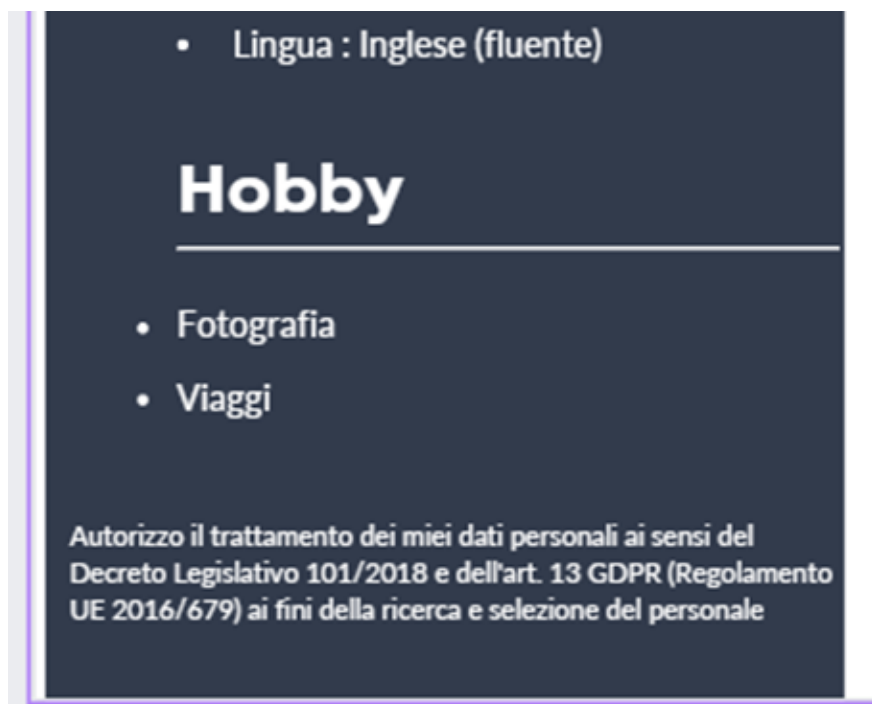
Competenze

- Informatica (word, google, canva, photoshop...)
- Strategie di negoziazione e di trattazione
- Strategie di branding
- Raggiungimento degli obiettivi di vendita
- Conoscenza dei social network
- Lingua : Inglese (fluente)

Tips:

1. Click on the category to delete it or edit the information.
2. It is advised to mention the proficiency level of the language skill.
3. It is advised to mention the level of proficiency in the various computer skills.
4. If there is a computer skill mentioned in the job offer, make sure to mention that skill in this section of the CV.
5. You can enter your soft skills in the same field or in another field. Be attentive to any soft skill that would be mentioned in or relevant to the job description.

The last step would be to include the authorisation for the processing of personal data. This is not compulsory but is strongly recommended. For this, at the bottom of your CV you can simply write the sentence: "Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 101/2018 e dell'art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale"



- Lingua : Inglese (fluente)

Hobby

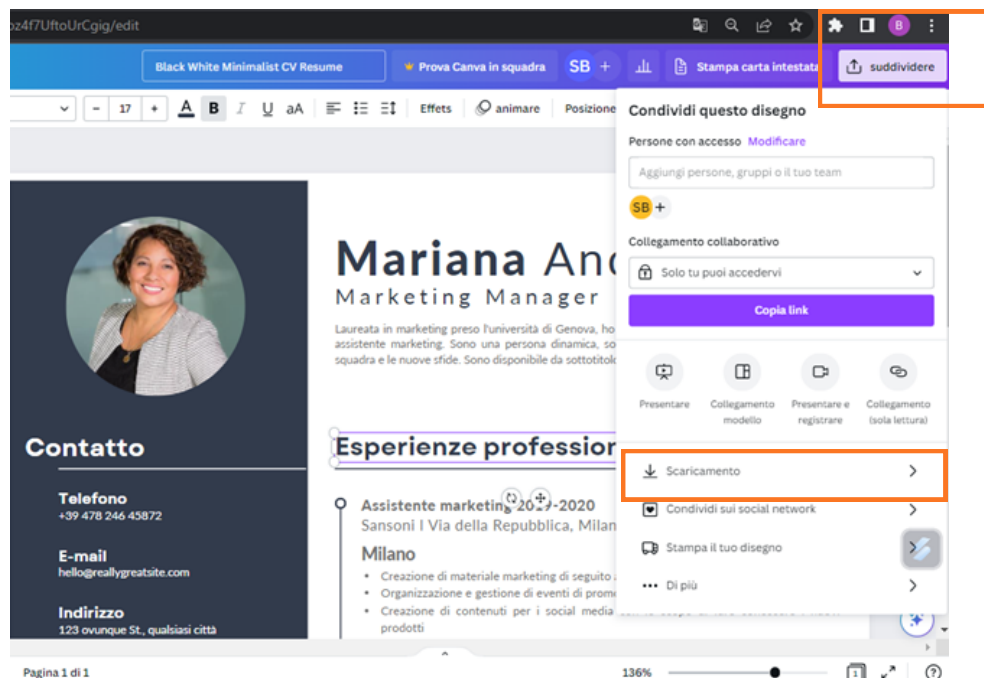
- Fotografia
- Viaggi

Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 101/2018 e dell'art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale

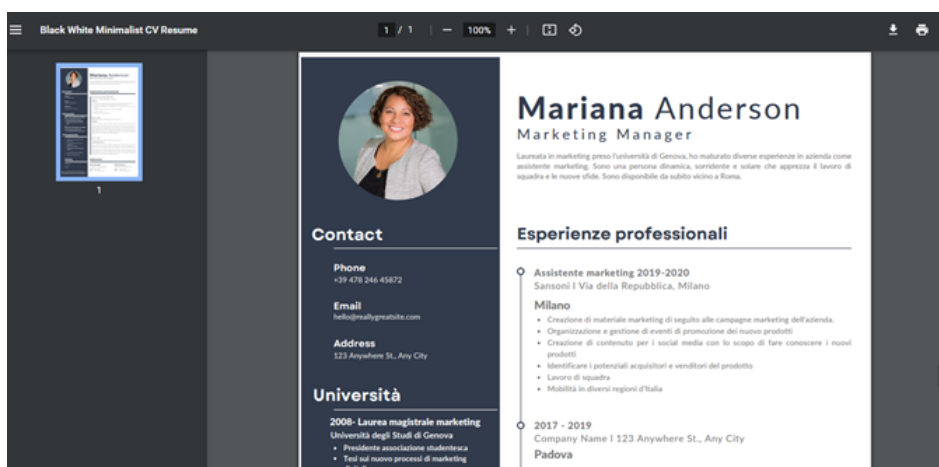
Some General tips for the CV:

1. You can highlight the main aspects of your tasks by making them bold.
2. Have different font sizes for the section heading and sub section information.
3. Make sure that keywords from the job description are mentioned in the CV. They should be spread across different sections and bolded.
4. Make sure your CV is no longer than two pages.

Your CV is now complete with all the relevant information and is ready to be downloaded. You must click on “condividere” on the top right and then “scaricamento”.



Be sure to save your CV as a PDF to make sure the format is compatible. Always check if the saved version is correct or if there are still errors to correct.



Unit 3.2: Cover Letter Writing

“A cover letter is a written document that is typically submitted with a job application. Its purpose is to introduce the candidate, highlight their relevant skills and experiences, and express their interest and enthusiasm for the role. A well-written cover letter can help a candidate stand out from other applicants and make a strong impression on the employer.”

Then start the Unit with a discussion of the understanding of the purpose of a cover letter: Discuss the importance of a cover letter and what it should communicate to the employer.

- Researching the company and the role: Learn how to research the company culture, values, and requirements of the role to tailor your cover letter.
- Customizing the opening: Learn how to write an opening that grabs the employer's attention and demonstrates your enthusiasm for the role.
- Highlighting your qualifications: Discuss how to effectively communicate your relevant skills and experiences and how they align with the job requirements.
- Addressing the employer's needs: Learn how to demonstrate your understanding of the employer's needs and how you can meet those needs.
- Closing the letter: Discuss how to write a strong closing that leaves a lasting impression on the employer and includes a call to action.
- Formatting and proofreading: Learn about the importance of formatting your cover letter in a professional manner and the importance of proofreading for accuracy and clarity.

This course will provide a comprehensive overview of the key elements of a successful cover letter, and give you the skills and knowledge to create a custom and effective cover letter for each job application.

Sub Unit 3.2.1

Do I really need to write a Cover Letter?

We suggest you hold this unit by a group discussion that will lead to a peer learning experience for all participants.

You could discuss the following subjects:

- The purpose of a cover letter: Discuss the importance of a cover letter and what it should communicate to the employer.
- The role of a cover letter in the hiring process: Learn how a cover letter can impact the employer's decision and why it is an important component of the job application process.

- **Alternative ways to express interest:** Explore alternative methods of expressing interest in a role, such as email, LinkedIn, or networking, and understand the pros and cons of each approach.
- **The impact of company culture:** Discuss the impact of company culture on the importance of a cover letter, and understand how to determine whether a cover letter is required for a specific job or company.
- **Making the most of a cover letter:** Learn how to make the most of a cover letter, even if it is not required, and understand how to use it to your advantage in the job application process.

By the end of the course, participants will have a clear understanding of the role of a cover letter in the job application process, and be able to make informed decisions about when and how to use a cover letter to their advantage.

Sub Unit 3.2.2

Elements of a Cover Letter

A cover letter typically consists of several key elements, including:

- **Introduction:** A brief opening that introduces the candidate and highlights their interest in the role.
- **Body:** The main section of the cover letter, in which the candidate highlights their relevant skills, experiences, and qualifications. This section should demonstrate the candidate's understanding of the company and the role, and explain why they are a good fit for the job.
- **Closing:** A brief closing that leaves a lasting impression on the employer and includes a call to action, such as asking for an interview or reiterating the candidate's enthusiasm for the role.
- **Signature:** A closing statement and signature to provide a professional finish to the cover letter.
- **Contact Information:** The candidate's contact information, including their full name, email address, and telephone number, should be included at the top of the cover letter.
- **Company Information:** The employer's information, including their name, address, and contact details, should be included at the top of the cover letter, beneath the candidate's contact information.

By including these elements in their cover letter, candidates can ensure that their application is complete, professional, and effective in communicating their interest in the role and their qualifications for the job.

Sub Unit 3.2.3

Cover Letter Writing- Germany

Cover letter is considered as an important document as a part of your application. It is a brief introduction to your skills and describes your responsibilities from previous jobs experiences and their impact on the project/organisation.

You get a chance to introduce yourself to the recruiter in a formal manner by highlighting the skills you have acquired. You also get a chance to showcase your admiration for the company and how nonchalantly you can adapt to the company culture.

The aim of the cover letter is to support your candidacy and justify why you are the best candidate for the job.

It is possible to apply for jobs without attaching a cover letter with your application. However, it is a rarity. As per German standards, a job application is considered incomplete without a cover letter.

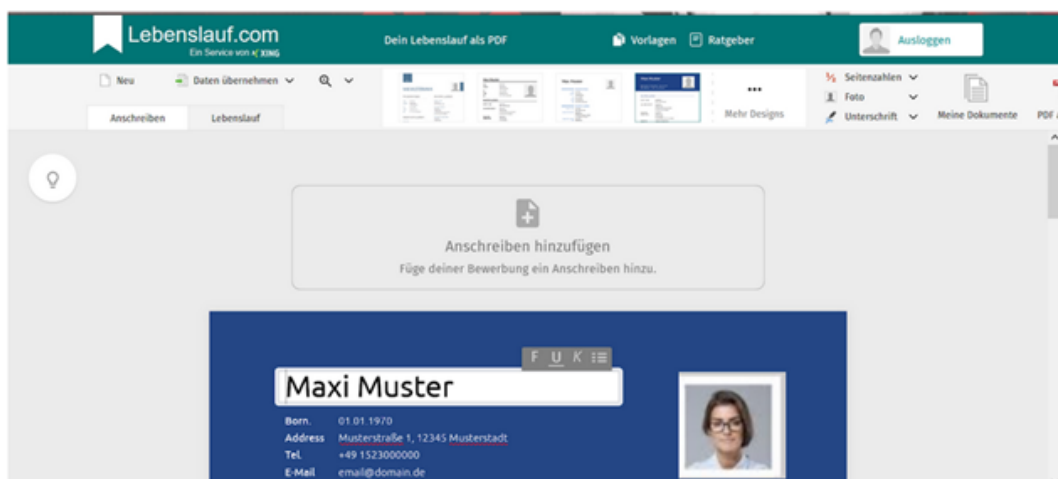
Therefore, it is advised to attach a cover letter with your application whether it is required or not. This indicates that you have put in an effort and this is appreciated by the recruiters.

Note: If the job description is in German language, make sure to make your cover letter in German language. You can use the Deepl platform for translation purposes.

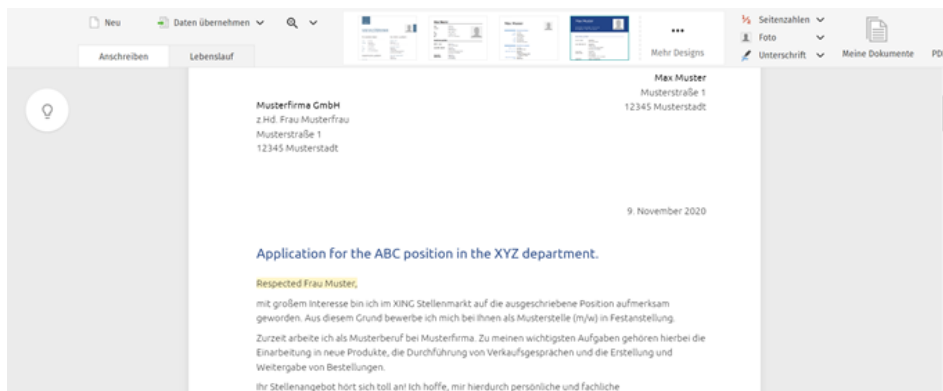
In the following section, you will get familiar with the structure and content of the cover letter.

You can access the same website that was used to create a CV. It presents you with a ready-to-edit structure following the same theme as your CV.

In the following figure, you can see the “Anschreiben hinzufügen” right above your CV.



When you click on the “Anschreiben hinzufügen” option you will see the following screen.



Tips for the start:

1. Mention your name and address on the right side of the page.
2. Mention the name and address of the company on the left side of the page. If mentioned in the job description, mention the name of the recruiter.
3. You can decide whether to mention the date on the left or right side of the page.
4. The subject remains more or less the same. Make sure to mention the position you are applying for in the subject.
5. If the name of the recruiter is mentioned in the job description, please direct your cover letter to him/her. For example: “Respected Frau Muster”.
6. If you are unsure of their pronoun, you can mention their full name. For example: “Respected Muster Mustermann”.
7. If the recruiter has a title, it is advised to mention their title while addressing the cover letter. For example: “Dr. Mustermann”.
8. If no name is mentioned you can refer to the examples for addressing your cover letter. For example: “Respected Sir/Ma’am” or “Respected Recruiting Department” or “Respected XYZ Department” etc.

Developing a clear vision and gathering all the information before starting with the cover letter is a good strategy to follow. Moreover, to ease the process, you can divide the cover letter into four distinctive paragraphs and tackle one of them at a time.

1st Paragraph:

1. In this paragraph, you can mention how you discovered the job opportunity.
2. Introduce yourself briefly.
3. For example: “I feel immensely obliged, to have come across an opportunity that led to a door that enables me to work with the experts at XYZ GmbH. This letter represents a request as part of which I would like to offer my candidature for the post of a trainee in the ABC department. My name is Max Muster, and I recently finished my GHI degree at the DEF University with a focus and some experience in the ABC department.”

2nd Paragraph: (Introduce your skills)

1. You describe your degree in brief and mention the structure of the curriculum.
2. Emphasise how this knowledge has prepared you for handling job responsibilities.
3. Online courses are also relevant for this paragraph.
4. Any previous job, internship, or volunteering experiences shall be included.
5. Any project experience can also be included.
6. Describe your role, tasks, and impact in a brief manner in both cases.
7. Make sure the paragraph is not too lengthy.
8. **Note:** In case the paragraph becomes too lengthy, split it into two small paragraphs.
9. **For example:** “I am studying for a GHI degree at DEF University. This is an International University with a multicultural environment. Being a part of this environment, I understood the dynamics of communication with different cultures and got an opportunity to polish my communication skills. Moreover, learning about various topics, honed the skills that are required to perform the tasks efficiently. While pursuing an internship at the JKL firm, I was responsible for managing the budget of a project. Therefore, I created a budget management plan which helped in tracking the project expenses. During the XYZ project, I was part of the multicultural team.”

Note: Before starting with the 3rd paragraph, make sure to visit the website of the company you are applying to. Read about their mission and vision statement and try to understand the company culture. Access their blog page and read about the recent events that the company participated in or their recent achievements.

3rd Paragraph: (About the company)

1. Talk about the company and why you see them as potential employers.
2. Describe how you relate to their mission and vision statement and how you will fit in their company culture.
3. Describe how you will add value to the company environment.
4. Describe what you find attractive about the company's latest achievements or events.
5. **For example:** “I particularly like your focus and image in this industry. I admire the company for incorporating eco-friendly activities in its day-to-day operations. Being a supporter of the well-being of the environment personally, hence I see you as a very interesting employer. I am familiar with the ideals represented by the mission and vision statement, and therefore believe that I would adapt easily to the company culture. I can bring various strengths with me. I have been able to demonstrate particularly strong communication skills, a high willingness to learn, and an abundance of creativity in previous projects.”

4th Paragraph: (The Conclusion)

1. Thank them for considering your application.
2. Offer further support for your candidacy.
3. Be forward and invite yourself for an interview.
4. **For example:** “I am thankful to you for allocating time and reading through my application. Please let me know If I can offer any further information to support my candidacy. Looking forward to speaking with you.”

General tips:

1. Make sure the paragraphs are brief, to the point, and highlight your skills.
2. Write it in relevance to the tasks and skills mentioned in the job description.
3. Include your signature at the end of your cover letter.

The finished cover letter might look like the following figure.



Sub Unit 3.2.4

Cover Letter Writing- France

In France, cover letters are known as "lettre de motivation" and typically follow a specific format and tone. When writing a cover letter in France, it is important to keep the following specificities in mind:

- **Formal tone:** Cover letters in France are typically written in a formal and professional tone, using polite and respectful language.
- **Length:** Cover letters in France are usually brief and concise, typically 1-2 pages in length.
- **Tailoring:** Cover letters should be tailored to the specific company and role, demonstrating the candidate's understanding of the company culture, values, and requirements of the role.
- **Education and qualifications:** Education and qualifications are often given more weight in the French job market, so it is important to highlight your educational background and any relevant qualifications in your cover letter.
- **Career goals:** In France, it is common to include a statement about your career goals and aspirations in your cover letter, to demonstrate your motivation for the role and your long-term plans.
- **Language:** French is the official language in France, so it is important to write your cover letter in French. If your French language skills are not strong, it is recommended to have your cover letter reviewed by a native French speaker.

By following these specificities, candidates can ensure that their cover letter is well-received by French employers and effectively communicates their interest and qualifications for the role.

Structure

You should structure the letter so it corresponds with three basic questions:

1. The reasons for your application
2. An introduction to who you are (you can write about your goals and aspirations here), and
3. Why do you want the job?

Here is some advice regarding sentence structure and structure in general:

- Avoid using too complicated and long sentences.
- Never begin your letter with 'I' ('je').
- Avoid repetitions.
- If you decide to add a title, try to write something that is consistent with your goals.
- Use conventional fonts, like Arial and Times.

Words are powerful and if used correctly they can tip the balance in your favor, so make sure to use positively charged action verbs and nouns.

Lastly, after you type your name, remember to add a handwritten signature, even if you send the letter by email.

Audrey Tinchant
2 Rue des Remparts
33310 Canéjan
0728571412
audreytinchant@wannadoo.fr

Office de Tourisme Bordeaux
Monsieur Jacques Beineix
Chef du Personnel
3 Rue du Hâ
33000 Bordeaux

Objet: Candidature Agent d'Accueil en stage

Canéjan, le 14/01/2021

Monsieur Beineix,

Votre Office de Tourisme particulièrement actif par ses animations occupe une position idéale dans la ville de Bordeaux. Originaire de Canéjan, je connais très bien ce secteur. Vous recherchez une étudiante de LEA, créative, avec des idées plein la tête! Je suis votre candidate ! En effet, j'étudie en 3ème année de LEA anglais-espagnol à Bordeaux, en parcours Tourisme International, secteur qui me passionne. Lors d'une première expérience de deux mois en réception en hôtellerie à l'an dernier, et grâce à mes connaissances linguistiques, j'ai pu échanger sur l'offre touristique locale en anglais et espagnol. Je suis en mesure de renseigner le public à l'accueil et au téléphone.

La réalisation d'un dossier d'étude sur le tourisme dans cette zone m'a également permis d'acquérir des connaissances du patrimoine local, que je peux partager. D'ailleurs, je pourrais développer un projet de présentation de cette offre sur votre site internet.

De plus, je suis vraiment motivée par le travail au sein d'une structure conviviale grâce à ma participation dans une association culturelle depuis 4 ans.

Ainsi, pour toutes ces raisons, je souhaite vivement intégrer votre équipe, et me permettrai de vous contacter prochainement pour fixer une rencontre à votre convenance.

Dans cette attente, je vous prie d'agréer, Monsieur Beineix, l'expression de mes sincères salutations.

Respectueusement,

Audrey Tinchant

Sample "lettre de motivation"

Sub Unit 3.2.5

Cover Letter Writing- Italy

The cover letter you submit with your application is not regarded as a crucial component. Typically, it is not necessary to apply for a job. However, writing one to submit with your CV can be very helpful. Therefore, whether it is required or not, it is recommended that you include a cover letter with your application. This demonstrates that you have made an attempt, which the recruiters value.

It provides a quick overview of your qualifications and outlines your responsibilities from prior employment along with how they affected the project or organization.

You have the chance to make a formal introduction to the recruiter by listing the talents you have acquired. Additionally, you have the chance to demonstrate your admiration for the business and your ability to casually fit into the culture of the organization.

The purpose of the cover letter is to endorse your application and provide evidence of why you are the most qualified applicant.

Note: If the job description is in Italian language, make sure to make your cover letter in Italian language. You can use the DeepL platform for translation purposes.

In the following section, you will get familiar with the structure and content of the cover letter.

The Cover Letter can easily be written on Word.

Tips for the start:

1. Mention your name and address on the right side of the page.
2. Mention the name and address of the company on the left side of the page. If mentioned in the job description, mention the name of the recruiter.
3. Mention the date on the left side of the page.
4. The subject remains more or less the same. Make sure to mention the position you are applying for in the subject.
5. If the name of the recruiter is mentioned in the job description, please direct your cover letter to him/her. For example: "Respected Frau Muster".
6. If you are unsure of their pronoun, you can mention their full name. For example: "Egregio Signore Masteri".
7. If no name is mentioned you can refer to the examples for addressing your cover letter. For example: "Spett.le Ditta".

Developing a clear vision and gathering all the information before starting with the cover letter is a good strategy to follow. Moreover, to ease the process, you can divide the cover letter into four distinctive paragraphs and tackle one of them at a time.

1st Paragraph:

1. In this paragraph you can mention the position for which you are applying and potentially the date of publication. If it is a spontaneous application it is also important to specify "Le comunico la mia candidatura spontanea per il ruolo di...".
2. Introduce yourself briefly.
3. **For example:** "I feel immensely obliged, to have come across an opportunity that led to a door that enables me to work with the experts at XYZ GmbH. This letter represents a request as part of which I would like to offer my candidature for the post of a trainee in the ABC department. My name is Max Muster, and I recently finished my GHI degree at the DEF University with a focus and some experience in the ABC department."

2nd Paragraph: (Introduce your skills)

1. You describe your degree in brief and mention the structure of the curriculum.
2. Emphasise how this knowledge has prepared you for handling job responsibilities.
3. Online courses are also relevant to this paragraph.
4. Any previous job, internship, or volunteering experiences shall be included.
5. Any project experience can also be included.
6. Describe your role, tasks, and impact in a brief manner in both cases.
7. Make sure the paragraph is not too lengthy.
8. Note: In case the paragraph becomes too lengthy, split it into two small paragraphs.
9. For example: “I am studying for a GHI degree at DEF University. This is an International University with a multicultural environment. Being a part of this environment, I understood the dynamics of communication with different cultures and got an opportunity to polish my communication skills. Moreover, learning about various topics, honed the skills that are required to perform the tasks efficiently. While pursuing an internship at the JKL firm, I was responsible for managing the budget of a project. Therefore, I created a budget management plan which helped in tracking the project expenses. During the XYZ project, I was part of the multicultural team.”

Note: Before starting with the 3rd paragraph, make sure to visit the website of the company you are applying to. Read about their mission and vision statement and try to understand the company culture. Access their blog page and read about the recent events that the company participated in or their recent achievements.

3rd Paragraph: (About the company)

1. Talk about the company and why you see them as potential employers.
2. Describe how you relate to their mission and vision statement and how you will fit in their company culture.
3. Describe how you will add value to the company environment.
4. Describe what you find attractive about the company's latest achievements or events.
5. **For example:** “I particularly like your focus and image in this industry. I admire the company for incorporating eco-friendly activities in its day-to-day operations. Being a supporter of the well-being of the environment personally, hence I see you as a very interesting employer. I am familiar with the ideals represented by the mission and vision statement and therefore believe that I would adapt easily to the company culture. I can bring various strengths with me. I have been able to demonstrate particularly strong communication skills, a high willingness to learn, and an abundance of creativity in previous projects.”

4th Paragraph: (The Conclusion)

1. Thank them for considering your application.
2. Offer further support for your candidacy.
3. Be forward and invite yourself for an interview.
4. **For example:** "I am thankful to you for allocating time and reading through my application. Please let me know If I can offer any further information to support my candidacy. Looking forward to speaking with you."

General tips:

1. Make sure the paragraphs are brief, to the point, and highlight your skills.
2. Write it in relevance to the tasks and skills mentioned in the job description.
3. Include your signature at the end of your cover letter.
4. Make sure to include the authorisation for the processing of personal data with the sentence "Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 101/2018 e dell'art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale" at the end of the cover letter.

The finished cover letter might look like the following figure.

Mariana ANDERSON
Via Cristoforo Colombo, 784
07532 Genova

Azienda X
Via Artemisia Gentileschi
07589 Genova

Genova, 14 marzo 2023

Oggetto : Candidatura come marketing manager

Spett.le Ditta, / o Egregio Signore Masteri,

Vorrei sottoporre alla Vostra cortese attenzione il mio interesse ad un'eventuale assunzione nella vostra Azienda. Con riferimento al Vostro annuncio apparso sul giornale xxx il 23 Gennaio scorso, vorrei candidarmi come manager marketing della vostra azienda.

Avendo terminato i miei studi come marketing manager presso l'Università degli Studi di Genova, ho acquisito un'ottima conoscenza delle strategie di vendite, di negoziazione e trattazione e di branding. Queste competenze sono state messe in atto presso Sansoni nella quale ho collaborato per un anno come assistente marketing. Essa mi ha anche permesso di sviluppare le mie competenze informatiche come la creazione di campagne promozionali e i diversi eventi correlati.

La vostra Azienda promuove dei valori di dinamismo e di collaborazione tra i diversi paesi ma anche attori della società. Collaborare con XXX sarebbe per me l'opportunità di crescere in un contesto internazionale ed innovativo mettendo al servizio le mie competenze già acquisite nell'ambito della moda.

Nella speranza si un Vostro cenno di riscontro e restando a disposizione per un colloquio informativo, colgo l'occasione per porgere distinti saluti.

Allegato : CV

Mariana ANDERSON

MA

Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 101/2018 e dell'art. 13 GDPR (Regolamento UE 2016/679) ai fini della ricerca e selezione del personale.

Reference and Useful links/ materials that can be used to explore the topic in more depth

1. *VisualCV* (<https://www.visualcv.com/>): Offers a range of customizable templates, easy-to-use online CV builder, and tools to control your online presence.
2. *Novoresume* (<https://novoresume.com/>): Offers a clean and modern interface with a focus on readability and ease-of-use.
3. *MyPerfectResume* (<https://www.myperfectresume.com/>): Offers a user-friendly interface with a variety of templates and custom options.
4. *Resume.com* (<https://www.resume.com/>): Offers a variety of templates and tools to help you build and customize your CV.
5. *Zety* (<https://zety.com/>): Offers a range of templates, a CV builder, and tips and advice to help you create a professional-looking CV.
6. *Canva* (<https://www.canva.com/resume-templates/>): Offers a range of templates and a user-friendly interface for customizing your CV.
7. *Resume-Now* (<https://www.resume-now.com/>): Offers a range of templates, a CV builder, and tools to help you create a professional-looking CV.
8. *Links for CV, Cover letter*: <https://europa.eu/europass/en>
9. *French Sample CV*: <https://resumegenius.com/blog/resume-help/french-resume>
10. <https://graduateland.com/article/French-cover-letter>
11. <https://global-exam.com/blog/en/french-vocabulary-cover-letters-and-emails/>

Module 4: Selection Process



Introduction/Objectives

This fourth module is divided into two parts: Prepare for the Interview and Interview: The spotlight is on you. This module aims to provide learners with knowledge and techniques for preparing and appearing for job interviews.

Learning Outcomes

Following the completion of Module 4, learners will be able to:

Learning Outcomes

- Learn various formats of the interview
- Learn preparing techniques for the job interview
- Learn the etiquette of job interview
- Learn how to appear in the job interview
- Learn to follow up with the interview

Unit 4.1: Introduction

A job interview is a crucial opportunity for a candidate to showcase their skills, experiences, and qualities to a potential employer. The spotlight is on you during a job interview, and it is important to make the most of this opportunity to stand out and demonstrate why you are the best fit for the role.

In this course, you will learn about how to prepare for a job interview, how to present yourself professionally, and how to effectively communicate your knowledge and skills to the interviewer. You will also learn about common interview questions and how to respond to them in a confident and meaningful way. By the end of the course, you will have the skills and confidence to make a great impression during a job interview and increase your chances of landing the job. As an introduction to a Job interview Unit we suggest that you have a group discussion and peer learning on the following topics:

- **Preparation:** Discuss the importance of preparation for a job interview, including researching the company and the role, preparing answers to common interview questions, and reviewing your own qualifications and experiences.
- **First impressions:** Explore the impact of first impressions on the job interview, including dress, body language, and the importance of being on time.
- **Communication skills:** Discuss effective communication skills, including active listening, asking questions, and expressing yourself clearly and concisely.
- **Responding to interview questions:** Provide strategies for answering common interview questions, including how to handle difficult questions, and how to effectively communicate your qualifications and experiences.
- **Behavioral interviews:** Explain what a behavioral interview is and provide tips for responding to behavioral questions, including the STAR method for answering situational questions.
- **Closing the interview:** Discuss the importance of closing the interview effectively, including expressing your interest in the role, asking for the next steps, and following up after the interview.

By the end of the course, participants will have the skills and knowledge needed to effectively prepare for and participate in job interviews, and will be better equipped to communicate their qualifications and experiences to potential employers.

Sub Unit 4.1.1

Know Yourself

Defining someone's knowledge and skills for a job interview can help them effectively communicate their qualifications to potential employers.

Ask the group to reflect on their skills. Here are some steps to help someone define their knowledge and skills:

- **Self-assessment:** Encourage the person to reflect on their past experiences, achievements, and accomplishments to identify their strengths and areas of expertise.
- **Review job descriptions:** Help the person review the job descriptions and requirements for roles they are interested in, to identify which skills and knowledge are most relevant to the job.
- **Identify transferable skills:** Transferable skills are skills that can be applied in a variety of situations and industries. Identify these skills and highlight how they can be applied to the job in question.
- **Organize skills into categories:** Organize skills into categories, such as technical skills, interpersonal skills, and leadership skills, to make them easier to communicate during the interview.
- **Provide concrete examples:** Encourage the person to provide concrete examples of their skills and knowledge in action. This will help illustrate their capabilities and make their skills and knowledge more tangible to the interviewer.

By following these steps, the person will have a clear understanding of their skills and knowledge, and will be better equipped to communicate them effectively during the job interview.

Sub Unit 4.1.2

Know Your Employer

Knowing the employer is an important step in preparing for a job interview. Here are some tips for learning about the employer:

- **Research the company website:** Start by visiting the company's website to learn about their history, mission, products or services, and recent news or developments.
- **Check LinkedIn:** Look up the company's profile on LinkedIn to see its size, industry, location, and specialties. You can also see who you may know at the company, and read employee reviews.
- **Search online news:** Use online search engines to find news articles about the company, its industry, and recent developments.
- **Network with employees:** Reach out to current or former employees of the company to get an inside perspective on the company culture, work environment, and expectations.
- **Review job descriptions:** Read the job description and requirements carefully to understand the specific role you are applying for and the skills and knowledge required.

By taking these steps, you will have a better understanding of the company and its values, culture, and expectations. This will help you tailor your responses during the job interview and show the employer that you are a well-informed and motivated candidate.

Sub Unit 4.1.3

Prepare, Practice and Polish

Preparing, practicing, and polishing for a job interview are important steps to help you feel confident and make a great impression on the employer. Here are some tips to help you get ready:

Prepare:

1. Research the company: Get to know the company by visiting their website, reading recent news articles, and networking with current or former employees.
2. Review the job description: Read the job description and requirements carefully to understand the specific role you are applying for and the skills and knowledge required.
3. Prepare responses: Think about common interview questions and prepare responses that highlight your qualifications and fit with the company.
4. Review your resume: Make sure you are familiar with the details on your resume and can speak to your experiences and accomplishments.
5. Plan your outfit: Choose an outfit that is professional, comfortable, and appropriate for the company culture.

Practice:

1. Role-play with a friend or family member: practicing with someone else can help you get comfortable with answering questions and speaking about your skills and experiences.
2. Record yourself: Use a smartphone or computer to record yourself answering interview questions. This will help you identify areas for improvement and build your confidence.
3. Focus on body language: Pay attention to your body language during practice interviews. Make sure you make eye contact, sit up straight, and smile.

Polish:

1. Get feedback: Ask someone you trust for their honest feedback on your responses and body language during practice interviews.
2. Make final preparations: Confirm the details of the interview, such as the time, location, and who you will be meeting with. Get a good night's sleep, eat a nutritious meal, and allow plenty of time to arrive at the interview location.

By following these steps, you will feel well-prepared and confident for your job interview. Good luck!

Unit 4.2: Interview: The Spotlight is on YOU

A job interview is a crucial opportunity for a candidate to showcase their skills, experiences, and qualities to a potential employer. The spotlight is on you during a job interview, and it is important to make the most of this opportunity to stand out and demonstrate why you are the best fit for the role.

Why not try a role-play before the actual Job interview?

Responding to Common Job Interview Questions:

- **Tell me about yourself:** Start with a brief overview of your education and work experience, and then highlight your skills and achievements that are relevant to the role you are applying for.
- **Why do you want to work for our company?:** Research the company and express your enthusiasm for the company's mission, products, or services, and the opportunity to contribute to its success.
- **What are your strengths?:** Choose a few strengths that are relevant to the role you are applying for, and give specific examples of how you have demonstrated these strengths in the past.
- **What are your weaknesses?:** Choose a weakness that is not critical for the role and explain how you have been working to improve in this area.
- **Why should we hire you?:** Summarize your qualifications and explain why you are the best candidate for the role. Highlight your fit with the company's culture and values, and your ability to bring value to the team.

Sub Unit 4.2.1

Job Interview - Germany

Congratulations! All the hard work and time put into making the CV and cover letter has been fruitful. You have received an invitation to interview with the recruiter.

In the majority of cases, the company will let the candidate know the aspects of the interview with the invitation email. German Companies usually conduct more than 1 interview to evaluate the skills of the candidate. Therefore, it is necessary to prepare for the interview beforehand.

Note: Before the 1st Interview

1. Recognise the mode of interview i.e. online (via virtual platforms (i.e. Zoom, Google meet, etc) or offline (company premises).
2. Arrange appropriate outfits for the interview.
3. Read about the company culture, vision, and mission statement.

In the following section, you will help familiarise yourself with different types of interviews, etiquette to be followed during them, and tips for preparing.

1st Interview: Get to know you

1. Find a well-lit spot in your surroundings and ensure the light is focused on your face.
(online interview)
2. Dress appropriately and formally. Keep the accessories to a minimum.
3. Prepare a small script with notes on what you want to tell about yourself and make it in accordance with the information mentioned in the CV and cover letter.
4. Speak slowly, politely, and enunciate.
5. Try to search about different ongoing projects in the company and their recent endeavors. Inform yourself about the company extensively.
6. Prepare questions for the interviewer as you will get a chance to clarify your queries regarding the job.
7. Make sure to ask at least 2-3 questions.
8. **For example:** What makes this position available, Can you describe the company culture, How will you describe the day-to-day responsibilities of this role, etc.

2nd Interview: Behavioural Interview

1. Find a well-lit spot in your surroundings and make sure the light is focused on your face.
(online interview)
2. Dress appropriately and formally. Keep the accessories to a minimum.
3. Speak slowly, politely, and enunciate.
4. Read through the CV and the cover letter.
5. You will be asked questions based on your tasks in previous job experiences.
6. Answer the question using the STAR methodology. This is a straightforward and easy-to-implement interview trick.
7. **STAR:**
 - a. Situation: Explain the situation that surfaced. Provide necessary details to add character to the situation.
 - b. Task: Describe your role/responsibility in that situation.
 - c. Action: Address the steps you took to tackle the situation in accordance with your role.
 - d. Result: Describe the outcome/impact as a result of your actions.

Example Question: Tell me about a time when you worked well with a team.

Example Answer in STAR methodology:

- a. **Situation:** I was part of a team of five, responsible for coordinating company events and conferences. Last year the boss asked us to organise the annual company holiday party for 500 employees.
- b. **Task:** All the team members have been assigned various tasks to perform. Our first priority was to work as a team and put in all efforts to have a successful event.
- c. **Action:** I organised a project management system. This facilitated easier communication among the team and enabled easy task tracking. This was implemented for the first time but everyone responded positively.
- d. **Result:** This led to more productive and smoother team meetings. Therefore, we were ready for the event ahead of the deadline. Later, everyone congratulated the team for organising the best annual holiday party.

You can find more example questions on the internet.

- 8. Prepare your stories well before the interview and keep the main points in mind.
- 9. Rehearse your stories as much as possible.
- 10. Prepare questions for the interviewer and ask them near the end of the interview. These questions can be searched on the google platform.

For example: How would you describe the team I will be working with, How will you describe the day-to-day responsibilities of this role, How would you describe the working environment, etc.

3rd Interview: Panel Behavioural Interview

- 1. Find a well-lit spot in your surroundings and make sure the light is focused on your face. (online interview)
- 2. Dress appropriately and formally. Keep the accessories to a minimum.
- 3. Speak slowly, politely, and enunciate.
- 4. Read through the CV and the cover letter.
- 5. Try to search about different ongoing projects in the company and their results (if available). Inform yourself about the company's product, services, customers, clients, and partners extensively.
- 6. You will be asked hypothetical questions that would relate to the company's culture, mission, and vision statement, products and services.
- 7. Answer the question using the STAR methodology. This is a straightforward and easy-to-implement interview trick.
- 8. Frame your stories well before the interview and try to figure out the main points.

9. STAR:

- a. **Situation:** Understand the situation presented to you. Ask for more details if necessary.
- b. **Task:** Think of yourself being in that situation. Try to outline the tasks you would be required to perform.
- c. **Action:** Explain how you will approach the tasks and the steps you would take to tackle the situation.
- d. **Result:** Best describe the outcomes/impacts as a result of your actions.

10. Try to mould your stories with regard to the company's mission, vision, products, and culture.

11. Try to be calm and confident.

12. **Suggestion:** Rehearse your stories in front of a mirror.

13. Prepare questions for the interviewer and ask them near the end of the interview.

For example: How would you describe the team I will be working with, How will you describe the day-to-day responsibilities of this role, How would you describe the working environment etc.

After this interview, you will be informed regarding the decision of the recruiters. Two possible situations surface.

Situation 1: Congratulations you have passed all the interviews. You will be invited for a 4th and last interview.

4th Interview: Final Interview

- 1. Find a well-lit spot in your surroundings and make sure the light is focused on your face. (online interview)
- 2. Dress appropriately and formally. Keep the accessories to a minimum.
- 3. You will be welcomed aboard. You will be informed about the starting date and your onboarding session.

Situation 2: Unfortunately you have not passed all the interviews. Some employers may offer you a feedback interview.

4th Interview: Feedback Interview

- 1. Find a well lit spot in your surroundings and make sure the light is focused on your face. (online interview)
- 2. Dress appropriately and formally. Keep the accessories to a minimum.
- 3. You will be provided with feedback regarding your interviews.

Ask as many questions as possible to receive exhaustive feedback.

Sub Unit 4.2.2

Job Interview – France

Job interviews in France follow a similar format to those in other countries, but there are some specific cultural and linguistic considerations to keep in mind. Here are some of the key differences:

- **Language:** In France, French is the official language, so it's important to be able to communicate effectively in French during a job interview. If you are not a native speaker, consider taking some language classes or practicing with a tutor to improve your fluency and confidence.
- **Formality:** French business culture values formality, so it's important to dress appropriately for the interview and use formal language when communicating with the interviewer.
- **On-Time Arrival:** Being punctual is highly valued in France, so it's important to arrive on time for the interview and not keep the interviewer waiting.
- **Resume Format:** French employers prefer CVs to be concise, with a focus on professional experience and qualifications. It is also common to include a photo and to list personal information, such as date of birth and nationality.
- **Interview Questions:** In France, interviewers may ask more direct and personal questions about your skills and experiences, so it's important to be prepared to provide specific examples and evidence to support your answers.

By being aware of these specificities and adapting your approach accordingly, you can increase your chances of making a great impression during a job interview in France.

Sub Unit 4.2.3

Job Interview - Italy

Congratulations! All of the time and effort put into creating the CV and cover letter has paid off. You've been invited to meet with the recruiter.

In most circumstances, the company will include the details of the interview in the invitation email. Companies in Italy typically conduct more than one interview to assess a candidate's skills. As a result, it is essential to prepare for the interview ahead of time.

Note: Before the 1st Interview

1. Recognise the mode of interview i.e. online (via virtual platforms (i.e. Zoom, Google meet, etc) or offline (company premises)
2. Arrange appropriate outfits for the interview.
3. Read about the company culture, vision, and mission statement.
4. Define your strengths and weaknesses

General advices and information :

1. Find a well-lit spot in your surroundings and ensure the light is focused on your face.
(online interview)
2. Dress appropriately and formally. Keep the accessories to a minimum.
3. Prepare a small script with notes on what you want to tell about yourself and make it in accordance with the information mentioned in the CV and cover letter.
4. Speak slowly, politely, and enunciate.
5. Try to search about different ongoing projects in the company and their recent endeavours. Inform yourself about the company extensively.
6. Prepare questions for the interviewer as you will get a chance to clarify your queries regarding the job. Make sure to ask at least 2-3 questions.

For example: What makes this position available, Can you describe the company culture, How will you describe the day-to-day responsibilities of this role, etc.

7. Prepare your stories well before the interview and keep the main points in mind.
8. An interview lasts on average 20-45 minutes
9. There may be a second interview with tests

Although interviews can be different, they generally consist of 3 phases.

The first is a presentation of the company, the recruiter and the position for which the application has been made. The floor is then given to the recruiter who will also explain the interview process, the different procedures and the expectations for the job. By paying attention to this presentation phase, it will be possible to identify the key elements of the language and to reinsert them into one's own speech. This will give the feeling of a stronger connection between the application and the position offered.

The second phase is the presentation phase. The candidate is asked to make a brief presentation of him/herself, previous experience and personality. In order to have a major impact, it is strongly recommended to prepare this speech before the interview. Here are some tips to prepare this presentation in the best possible way:

- Identify the professional experiences that are most relevant to the job offer.
- Identify the elements of your professional, personal and/or academic background that you wish to highlight
- Do not recite the speech by heart
- Prepare a presentation that lasts about 1 to 2 minutes.

After this presentation phase, the recruiter can ask a series of questions. Some of the most common ones are:

- *Why did you leave your previous job / Why do you want to leave your current job?*

It is important that the answer given is plausible and above all positive. The answer should be as convincing as possible, fairly concise and not very substantiated (unless otherwise requested) to avoid negative interpretations.

- *A situation: how do you react to criticism / how would you handle this situation?*

The purpose of these questions is to assess the candidate's character. The answer should be sincere but always appropriate to the position. In the case of a situation, a parallel with past experience can be appreciated and helps to bring some concreteness to a speech that is often too theoretical.

- *What is your greatest achievement?*

Once again, it is a question of evaluating the character of the person. The right answer lies in the right measure. Something that makes us feel proud without being presumptuous, but also something that can be directly or indirectly related to the job.

- *What makes you different from other candidates?*

With this question, it is possible to focus on your strengths. These can be professional (skills) or personal (qualities). Once again it is important not to appear presumptuous while being convincing and convinced of the answer given.

If the question is about faults ("name three faults") these should be defined before the interview. They should paint a picture of a human being, with his or her faults, but these should not interfere with the smooth running of the tasks to be accomplished.

Also, pay attention to the coherence of the speech. It would be very unacceptable to say that you are a "perfectionist" and see typos on your CV. So select your qualities and faults carefully.

- *Why do you want to join our team?*

Here again, it is an opportunity to create a projection for the employer, to show him that this position corresponds to your expectations, and vice versa. By having looked for information about the company beforehand, it will be easy to draw a parallel with the company's culture, and previous projects... All this information that has not been communicated in the job description will be an asset to help you stand out.

This projection can also be created by using the vocabulary used by the employer during the first presentation phase.

In this phase, the recruiter's questions will be designed to assess the candidate's dedication and qualities, the candidate's interactions with others (teamwork, respect for hierarchies, etc.) and finally the results obtained by the candidate.

At the end of the interview :

- Always prepare one or two questions to ask at the end of the interview: Are there any reservations about my skills for the job? What would the salary be? How are the hours distributed?
- Remember to thank them for their time
- Ask when the selection process will end and how candidates will be contacted.

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Module 5: Job Offer



Introduction/Objectives

This fifth module is divided into two parts: Congratulations! The job has been offered to you and new workplace tips. This module aims to provide learners with knowledge and techniques they need to follow after receiving and even after not receiving the job offer. The module even tries to provide some tips on a new workplace.

Learning Outcomes

Following the completion of Module 5, learners will be able to:

Learning Outcomes

- Learn to evaluate the job offer
- Learn how to negotiate salary, benefits, and other terms of employment, and provide tips on how to handle counteroffers.
- Learn the follow-up process if the job has not been offered
- General tips on a new workplace

Unit 5.1: Congratulations! The job has been offered to you

Congratulations !!! After all your hard work and effort has finally paid off.

It's possible that you'll feel pressed to accept the job offer right away, especially if it was made in person. If you have carefully considered the position and the company, believe that it is the best fit for you at this time, and willing to accept, and have all the information you require about the job's requirements (salary, benefits, start date, length of contract/commitment, hours, and who you will be reporting to), then by all means, inform the employer right away.

However, you are free to ask for more time to consider the offer and submit any unanswered queries. If you want to do this, make sure to express to individuals on the hiring side your specific interest in and passion for the position when you ask for time to consider it. Additionally, you must express with clarity when you will contact your potential employers (i.e. within 12 hours, first thing Monday morning). Make sure to follow up within the predetermined time range after that.

Sub Unit 5.1.1 Evaluate the Job Offer

An essential stage in determining whether to accept or reject a job offer is to evaluate the offer. When assessing a job offer, there are a number of things to take into account, such as:

1. **Salary and Perks:** Take into account the entire package of remuneration, which includes the base salary, bonuses, and benefits like health insurance, retirement programs, and paid time off.
2. **Job Duties and Responsibilities:** Verify that the job duties and responsibilities are consistent with the information provided during the interview process and your career aspirations.
3. **Work-Life Balance:** Take into account the job's hours and schedule, as well as the culture of the business and its work-life rules.
4. **Opportunities for Professional Growth:** Consider the possibilities for professional development, career progression, and lifelong learning.
5. **Corporate Culture and Values:** Consider how well the company culture fits with your own personal beliefs and working methods.
6. **Location and Travel Time:** Take into account the job's location as well as the time and money needed for travel.
7. **Timing:** Consider whether the start date works with your existing plans and timeline.

Before making a decision, it's a good idea to evaluate the employment offer in writing, ask any questions, and get any confusion cleared up. It could be beneficial to evaluate the offer with a trusted mentor or advisor or to seek advice from a specialist such as a career counselor or attorney.

In the end, considering a job offer necessitates carefully weighing your professional and personal goals in addition to a thorough evaluation of the job in question as well as the employer making the offer. You can decide whether to accept or reject the job offer and go forward with your career by taking the time to completely comprehend and assess the offer.

Sub Unit 5.1.2

Negotiate the offer

A crucial step in achieving a pay package that satisfies your professional and financial goals is negotiating a job offer. When negotiating a job offer, keep the following in mind:

1. **Investigate:** To establish a fair and reasonable range for the income and benefits given, research the industry norms and comparable salaries for the role and region before bargaining.
2. **Make a list of your top priorities:** Be prepared to explain your priorities during the negotiation, such as a higher income, greater benefits, a more flexible work schedule, or longer vacation time.
3. **Be professional:** Remain respectful and professional throughout the negotiation. Thank them for the offer and politely and constructively convey your point of view.
4. **Make a counteroffer:** When putting up a counteroffer, be explicit and clear about what you are asking for and why it matters to you. Think about providing alternatives, and be willing to make concessions.
5. **Negotiate other incentives:** In addition to income, take into account negotiating additional advantages like a signing bonus, relocation costs, or extra vacation time.
6. While it's crucial to be adaptable and open to compromise, be **prepared to walk away** if the offer doesn't satisfy your needs or expectations.
7. **Get it down on paper:** To avoid any misunderstandings, be sure to acquire the amended offer in writing after the negotiation.

Although negotiating a job offer can be complicated, you can improve your chances of getting a compensation package that satisfies your financial and professional objectives by being well-prepared, professional, and open about your demands. Remember that not all job offers are flexible, and some businesses have rigid policies on pay and benefits, so do your homework about the business and the position before starting the negotiation process.

Sub Unit 5.1.3

No job offer: Time to re-access your job search journey

NO job offers, might be time to reassess your job search strategy and make any required adjustments. Here are some actions to think about:

1. **Examine your job-search tactics:** Ask yourself if the job-search tactics you've been doing are successful. Do you devote enough time to job hunting and application? Are you choosing the correct organizations and roles to target?
2. **Update your resume and cover letter:** Make sure your resume and cover letter are updated and accurately reflect your abilities and experience. Think about asking a specialist to assess your materials and provide input.
3. **Networking:** Expand your network by asking friends, relatives, and business associates for job leads and career guidance. Think about participating in professional organizations, going to career fairs, and networking occasions.
4. **Reassess your training or education:** To become more marketable for jobs, think about getting more training or education. This could be in the form of classes, certifications, or a degree plan.
5. **Review your job hunt:** Think about the entirety of your employment search. Are you adequately preparing for follow-up interviews? In your discussions with prospective employers, are you expressing your worth and passion for the position?
6. **Ask for feedback:** Get in touch with previous interviewers or hiring managers and ask for feedback for future improvements.

Unit 5.2: A new workplace Tips

You accepted the job offer. You must now demonstrate to your company that hiring you was a wise decision.

Here are some pointers to assist you in settling into a new workplace:

- Get to know your coworkers by taking the time to introduce yourself
- Keep yourself on track, and set up your workspace and schedule. Make a list of tasks and rank them according to importance and completion dates.
- Be willing to take on new tasks and gain new skills.
- Communicate effectively
- Dress appropriately
- Maintaining a positive mindset will help you stay motivated and establish close bonds with your coworkers.
- Make time for yourself outside of work to maintain a healthy work-life balance.

Dear readers,

Thank you for joining us on the journey of **Empfrau: Employability Guidebook**. This book was created to empower migrant women seeking employment, especially in France, Italy, and Germany. Empowerment is at the core of our mission, and while this book was created with migrant women in mind, we acknowledge that career advancement knows no boundaries. Therefore, we invite anyone who is seeking to advance their career in European countries to utilize the knowledge and strategies presented in the guide.

We believe in the power of collaboration and continuous learning. If you are interested in collaborating with Empfrau or organising training sessions related to the topics covered in this guidebook, we welcome your ideas and initiatives.

Whether you are an organisation, institution, or individual looking to partner with us, we are open to exploring opportunities for joint projects, workshops, or events. Together, we can further empower migrant women and enhance their employability prospects.

To discuss collaboration or training possibilities, please reach out to Afridat UG (Haftungsbeschränkt) at [info@afridat.eu]. We look forward to hearing from you and working together to create a positive impact in the lives of migrant women.

Visit our official website at <https://lemfrau.eu> for further resources and updates on Empfrau.

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