



# USER MANUAL

## “HOW TO FIND A JOB?”



Project 2020-1-IT01-KA202-008580 realised with the support of the Erasmus+ KA2 VET programme



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## INTRODUCTION

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- **DO YOU WANT TO HAVE A JOB?**
- **DO YOU WANT TO EARN MONEY?**
- **DO YOU WANT TO LEARN HOW USE YOUR KNOWLEDGE AND STRENGTH TO BE SELF-SUFFICIENT?**

**READ THIS BOOK AND REPEAT  
"SEARCHING A JOB  
IS A WORK"**





## CHAPTER 1: DO YOU RECOGNIZE YOURSELF?

### SELF-ASSESSMENT TEST

Test yourself with the following question: if you have more than 3 negative answers you must go forward with the reading.

- **Are you working?**
- **Could you create by yourself a CV?**
- **Could you look for job vacancies?**
- **Do you know how to respond to a job offers?**
- **Could you prepare a self-application or face a job interview?**
- **Do you know how to contact Job centers and organizations offering employment assistance?**

YES	NO
-----	----

YES	NO
-----	----

YES	NO
-----	----

YES	NO
-----	----

YES	NO
-----	----

YES	NO
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## COMMON EXPERIENCE

- **I haven't worked for at least six months**
- **I have not answered a job advertisement for at least six months**
- **I don't have a CV or it is out of date with the last job I did**
- **I haven't had a job interview for at least a year**

YES	NO
-----	----

YES	NO
-----	----

YES	NO
-----	----

YES	NO
-----	----

**TOTAL YES** \_\_\_\_\_

**TOTAL NO** \_\_\_\_\_

**WITH 3 OR MORE NO**

**YOU MUST READ THIS BOOK!**



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## ORGANIZE YOUR WEEK

### MONDAY



- List the jobs you would like to do
- On web or talking with friends and family search for them and find companies or agencies interested hiring you (*do not wait for them to post a job offer, make yourself known*)
- Search for ads of work to understand what companies need and correct your CV if is it necessary (*if you don't have download from this link <https://europa.eu/europass/en/create-europass-cv>*)
- Choose at least two companies to propose your application to
- Prepare a CV, a cover letter and exercise yourself in job interview (*see the next chapter to know how to do it*)

*In CV it is essential to indicate at least one reason why the company should hire you: if you don't have experience, talk about your personal interests or skill.*

## IMPRESS THEM!



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## TUESDAY

- List companies and agencies to contact and try to do it: the goal is sending your CV and cover letter by email or by hand
- Start traditional job research too
  - Visit web sites of recruitment or read newspaper section dedicated to job search (if you don't know any web sites, visit the section of this book dedicated to resources)
  - Fit your CV and cover letter
  - Send at least 3 CVs

## WEDNESDAY - THURSDAY

- On web or talking with friends and family understand how to improve your CV and from these consideration simulate a job interview

## FRIDAY

- Call back the companies where you have presented CV and try to fix an interview

**GO ON READING AND IMPROVE THESE  
ACTIONS FROM MONDAY TO FRIDAY**

**REPEAT**

**“SEARCHING A JOB IS A WORK”**



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## CHAPTER 2: LEARN TO GET A JOB

### STEPS TO WRITE AN OUTSTANDING CV



#### CV must necessarily contain:

- Personal data
- Academic training
- Complementary training (*courses, seminars related to the job offer*)
- Languages (*including the level*)
- Work experience: company, duration, job position
- Other data: drivers license, availability to travel
- Have a general CV that you can slightly modify according to the job offer

Use a computer to write it and **highlight the most important data in bold**.

#### MEMO:

- Have a general CV that you can slightly modify according to the job offer
- Use the impersonal voice
- It is preferable to have only one sheet, two at most





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## WHY IS A COVER LETTER SO IMPORTANT?

Its aim is to stand out to the recruiter and highlight why you should be selected for a job interview.

### It should include:

- Presentation paragraph mentioning the offer that we are applying to and how we found it, as well as mention that we are attaching our CV.
- Adaptation paragraph showing interest for the position and company or showing the coincidences between the requirements and our abilities to try and show that we are the ideal candidate.

## REMINDER

- Put yourself in the shoes of the recruiter
- Written always and only in the first person
- Showing your passion, motivation or benefit for the societies which hire you



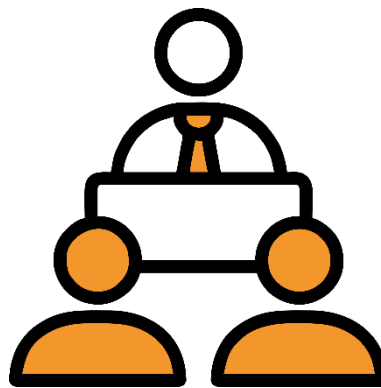


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## JOB INTERVIEW

***"Put yourself in the shoes of the recruiter"*** what does it mean?



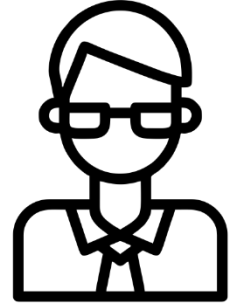
- **Think about if you had a company:** how would you like your employees to be? **This is the center of question!**
- **Think about your strengths and describe them,** then ask your friends or family to listen to you and give you a first impression.
- **If it is necessary modify your CV** and cover letter referring to this.

## REPEAT

## “SEARCHING A JOB IS A WORK”



# TRY



Why would you like to work with us?

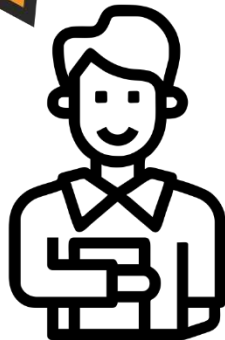
How could you help by working with us?

What are your strengths and weaknesses?

Briefly describe your career history and goals

What did you do during the periods you did not work/study?

Why did you leave your previous job?





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## CHAPTER 3: RESOURCES

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### Spain:

- (Asturias) <https://trabajastur.asturias.es/>
  - (Spain) <https://www.sepe.es/HomeSepe/>
- Phone number** +91 273 83 83



### Italy:

- **(For all regions)** INPS - Italian National Social Security Institute: <https://www.inps.it/>  
**Phone number** 803 164
- **(For people living in our region)** Clic Lavoro Veneto: <https://www.cliclavoroveneto.it/>  
**Phone number** +39 800 351 601



### Bulgary:

- National Employment Agency  
<https://www.az.government.bg/>  
**Phone number** +3592 980 87 19
- Regional Employment Agency  
**Phone number** +35973887696





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## Cyprus:

- Ministry of Labor, Department of Employment  
(government schemes and subsidies for the employment of  
marginalized groups, incentives and programs for finding  
work) ΤΜΗΜΑ

ΕΡΓΑΣΙΑΣ - Καλωσήλθατε στο διαδικτυακό μας Τόπο

<https://mlsi.gov.cy>



- HelpRefugeesWork | We bring together job- seeking  
refugees with employers & training provider NGO for  
assisting refugees and asylum seekers in finding  
employment <https://www.helprefugeeswork.org/>

## North Macedonia:

- Employment Agency <https://av.gov.mk/>



## Serbia:

- National Employment Service <https://www.nsz.gov.rs/>  
**Phone number** +381 11 29 29 800

- Private agency <https://www.mggrouphr.com/>  
**Phone number** +381 11 21 29 063





## FEEDBACK FROM THE PARTICIPANTS

"It gives me hope, the amount of care and consideration you have put to make the material inclusive and adapted to the needs of your groups in order not only to train, but to inspire them"

"Employment is so much more than making money to survive, it's also a way to connect to the world, we should never forget that"

"I really liked the training and I was surprised by the gaming approach and the interesting way it was presented. I am happy that my school offers us this kind of class"

"After the training, I feel so much more prepared for the moment when I will start to look for a job. Now I know how to make my own CV in the right way, what to say in the interview and what to expect from a job contract"



This **Easy Handbook** has been produced with the financial assistance of the European Union under the ERASMUS+ programme. The contents of it are the sole responsibility of the SMELT project and can under no circumstances be regarded as reflecting the position of the European Union.



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