



Erasmus+ mobility preparation phase

By ALFMED

ALFMED TIPS for a #premium mobility CV

Dear Erasmus mobility facilitator,

You are about to select and prepare your students for an ERASMUS+ Mobility at ALFMED – Perpignan – France.

We pay a lot of attention to the preparation phase of a Mobility because it is essential to work on an optimum 'matching'

between your student– Vocation VET profile and our hosting French companies available work placements

This is why we kindly ask you to assist your students in editing a #premium Mobility CV.

To help you and them in this regard, we have prepared

- this document as an annex if you conduct this workshop
- this <u>Vidéo</u> that you can use with your participants to go through some examples and tips

Why? because a CV (even in English or Spanish, eventually in French) is the first contact with her/his hosting company!!

Thanks for your assistance in this process.

ALFMED team

You need more tips? Assistance and information? Do not hesitate!



+33 625220090



mail erasmus@alfmed.com







HOW TO DO YOUR

#Premium Mobility CV

Tips & best practices to prepare your CV

You are applying for an Erasmsus Mobility grant? So we need an efficient CV!

TO valorize & present YOU to our French companies

YOU can use a CV in English no problem BUT it has to be WELL DONE!





Profile

Good addition to the CV. It can be long or short description, it has to be clear.

Priority to

- · the education / diploma
- work experience
- · OR personal skills / interesting facts (volunteering...)





Giving more information about achievements

Job name, working period and short description all appear in his CV. This highlights his skills, very good job.

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Employment history

Education

Perfect!

* diploma appears, we can clearly know what's his level (year of study)

This is very helpful, especially when there is no working experience.

- >>> The company will appreciate the details to understand
- what he studies
- what he is capable of
- what he could do during the internship





Oran Kunkels

Commis Chef

♣ Profile

Enthusiastic and driven with a possion for cooking, currently working as a Commis Chef for the past year. My ambitions are to work in fine dining as this is where my passions and drive come from. I've competed in a local competition in the college ran by the Chef Ireland Magazine where I won 2 gold medals and a silver medal. Cooking is my passion and I spend most of my spare time experimenting and recreating fine dining dishes. I have been influenced by the chef Raymond Blanc, not just on the cooking of the food but the source of the ingredients and in this respect, I have been growing my own vegetables and

Employment History

Commis Chef at Carlton Hotel Dublin Airport,

- · Experience of working as a Commis chef in a busy kitchen, learning the basics of HACCP, Time Management, Mise en place and Preparation for
- · Working in different sections of the kitchen and functions of large
- . Working as a team in a kitchen with effective timing to execute dishes

Kitchen Porter at Grand Hotel Malahide

October 2019 - March 2020

Kitchen Porter at Jones Garden Centre Cafe, Donabate

★Education

Level 5 & 6 Commis Chef Apprenticeship, Colaiste Ide, Finglas

- . Commis Chef Apprenticeship, currently starting my 2nd year of a 2-year
- . Studied modules such as Food Safety, Basic pastry, Larder, Culinary skills and Standards, Classical Cuisine and Scientific cooking.

Level 4 QQI, Ballark CTC, Santry

Junior Cert, Fingal Community College, Swords

September 2013 - September 2017

■ References

References

No need to add this as companies will not check for references.



A picture with a smile is **great!**



XX street in ireland 01/01/2007

Culinary Creativity

Culinary Techniques

French Language A1 level

Details

Peyton included his contact details, however he forgot to put his phone code number.

>>This is **important** as we will create a WhatsApp group prior to the students arrival.

Date of birth always has to be included in the CVs







Skills ≠ languages

Pevton should have created a separate sector for his languages.

Good to give details on Languages!! he did a good job by giving us his exact level = A1











Digital skills

Great idea to highlight his skills: knowing how to use different softwares is an

Powerpoint | Google Docs

que, moderne et hip-hop lev depuis sept ans; c'est le

faire des promenades avec

sieurs engagements

e pour réussir à atteindre

s qui peuvent être utilisé je les compare pour s fils et filles, parce que je

aura Asadauskaitėprovsklené

nain

added bonus. Google

- -Phone number

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Profile

He put his studies / diploma and he talks about his personality.

>> It's important to highlight his personal skills / his professional attitude.

MALFMED ...



Premium Mobility CV

europass

Contact details

Everything is well done, well completed. All information appears:

- -Nationality
- -Date of birth -Email address
- -Home address

C Erasmus+

City: Civitella di Romagna

Country: Italy

Basic safety course Istituto Tecnico Aeronautico Statale F. Baracca [18/09/2019 - 18/09/2019] Address: Via Luciano Montaspro, 94, 47121 Forli (Italy)



My name is Mersim and I am 17. I was born in Italy but my parents have Albanian origins and have always lived in Macedona. Jattend the IPSIA region Visualiza of Gilderia IFCL which is a Professional Institute for Institutivi Mechanical Martenance and Assistance. It lies going to school and I have been a caller representative for 4 years. I spend the whole day with my classmakes, but downoutly I like holidays more and I readly enzy the summer. I contained the professional control of the professional prof

Moving and sorting of steel bars, preparation and programming of the automatic saw (40h/week

Bmcr S.r.J [01/12/2021 - 22/12/2021] City: Civitella di Romagna

Istituto Tecnico Aeronautico Statale F. Baracca [29/10/2019 - 12/11/2019] Address: Via Luciano Montaspro, 94, 47121 Forfi (Italy)

Work experience

Well done. everything

appears:

- Job details - Working period

 Short description My hobbles are walker technologies and cars of tasks done organisational skills





EnkerCAD circuite/ Google Drive/ Microsoft Office/ Skype/ Instagram/ Fecebook/ Microsoft Word/ Duflook/ Zoom/ Twitter Microsoft Powerpoint/ Power Point/ Social Media/ Libroffice/ Gmail/ Internet/ Microsoft Discel/ Mail Voruse/ Google Docs/ messenger/ whatsapp/ Windows/ Pinterest Snapchal/ Antiock/ Softwares pour appels et confinences wido (Skype Zoom) COMMUNICATION AND INTERPERSONAL SKILLS

Istituto Comprensivo Civitella di Romagna (15/09/2016 - 07/06/2019)

LISTENING C2 READING C2 WRITING C2 LISTENING A2 READING A2 WRITING A2

Address: Via Aldo Moro, 8, 47012 Civitella di Romagna (Italy)

Communication and interpersonal skills

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2 SPOKEN PRODUCTION A2 SPOKEN INTERACTION A3

LISTENING AT READING AT WRITING AT

Lower secondary education

LANGUAGE SKILLS

Albanian English

Mother tongue(s): Italian Other language(s):

My hobbies are walking, playing football and going out with friends. Hike to stay informed about new

April, 02/03/2023

Organisational skills

This is recommended to put as it helps highlight one's personal skills. Interesting addition.



Language skills

Here we have all complementary

courses BUT we need to have the

name of the

diploma.

>> It's important to add all the languages with their exact level. Very useful when the company has not previously met the intern.



Digital skills

Great idea to highlight his skills: knowing how to use different softwares is an added bonus. **ALFMED**

Hobbies and interests

It has to be relevant with the internship desired.

For example: something that shows leadership, initiative or that highlights his character.









Very good:

- -Name of the diploma
- -Period of studies
- -No description, but link towards the website









europass

Please make

professional

NOT "INSTA"

The participant has no

working experience,

This is the **right**

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approach:

therefore she started talking about her

education and training.

· name of the diploma

(until when she will

study / when she will

obtain her diploma)

the dates of study

Hobbies

It is important to know which hobbies to

highlight when talking

about this. It is not

compulsory, however it

helps gettting to know

more the participant.

sure the

photo is

Contact details

All information appears:

- -Date of birth -Email address
- -Phone number
- -Home address

The only information missing would be the nationality.

Profile

While it is **good to talk** about personal skills, there is no need to develop them in this field. Just mention a few relevant skills.

In this case, the participant mentioned:

- extroverted
- friendly
- organised







Language skills

The participant added all the languages she speaks as well as the exact level. Very useful when the company has not previously met the intern.







Sofija Adamkevičius

- O Domicile: Gatvė XX, Miestas en Lithuanie
- Adresse électronique: student@gmail.com
- Téléphone: (+370) 99999999 @ Instagram: @erasmusstudent

Date de naissance:03/03/2006 Nationalité: lithuanienne

JE ME PRÉSENTE

Je suis une fille solaire, extrovertie et qui aime l'organisation! J'essaie de faire sourire les gens qui m'entourent et ma phrase préféré est "Si tu ne crois

Dans ma formation scolaire, j'ai appris comment appliquer l'économie et les mathématiques à différents domaines de l'école et de la vie; et cela m'aide à construire

Je ne manque pas d'une très bonne connaissance des langues étrangères, et je m'interesse de l'actualité du monde pour rester ajournée sur les événements qui se passent dans notre société.

EDUCATION ET FORMA-

[12/09/2018 - En cours]

RIM - Relations Internationaux du Marketing / Technical schools ADMINISTRATION, FINANCE AND MARKETING Specialization: "INTERNATIONAL MARKETING RELATIONS"

Adresse: 30 Liepų g.,60221 Ariogalos seniūnija, Kaunas, Lituanie

[2020 - 2021] Startup your Life

Adresse: 30 Liepų g.,60221 Ariogalos seniūnija, Kaunas, Lituanie

[07/06/2021] Certification de langue Anglaise

Oxford University Press

Adresse: 30 Liepų g.,60221 Ariogalos seniūnija, Kaunas, Lituanie

[16/06/2022 - 23/06/2022] Laboratoire de théâtre pour un nouveau départ Sančiai Ecole secondaire

Adresse: 30 Liepų g.,60221 Ariogalos seniūnija, Kaunas, Lituanie

[01/04/2022] DELF B1

Sančiai Ecole secondaire

Adresse: 30 Liepų g.,60221 Ariogalos seniūnija, Kaunas, Lituanie

COMPÉTENCES LIN-GUISTIQUES

Langue(s) maternelle(s): lithaunien

Autre(s) langue(s):

COMPRÉHENSION ORALE B2 COMPRÉHENSION ÉCRITE B2 ÉCRIT B2 EXPRESSION ORALE EN CONTINU B2 INTERACTION ORALE B2

COMPRÉHENSION ORALE B1 COMPRÉHENSION ÉCRITE B1 ÉCRIT B1 EXPRESSION ORALE EN CONTINU B1 INTERACTION ORALE B1

COMPRÉHENSION ORALE A2 COMPRÉHENSION ÉCRITE A2 ÉCRIT A2 EXPRESSION ORALE EN CONTINU A2 INTERACTION ORALE A2

COMPRÉHENSION ORALE A2 COMPRÉHENSION ÉCRITE A2 ÉCRIT A2 EXPRESSION ORALE EN CONTINU A2 INTERACTION ORALE A2

| Gmail | Power Point | Microsoft Office

COMPÉTENCES NUMÉ Microsoft Word | Microsoft Excel | Google Drive | Microsoft Powerpoint | Google Docs

PERMIS DE CONDUIRE

LOISIRS ET CENTRES

J'aime l'art et la peinture. Je suis fascinée par les oeuvres d'art qui concernent la nature et les environnements qui donne sensations de paix. Je peins moi-même, mais ce sont des oeuvres plus modernes et colorées.

J'ai toujours aimé faire du sport. J'ai pratiqué de la danse classique, moderne et hip-hop pendant six ans; mais j'ai changé de sport et je pratique du volley depuis sept ans: c'est le

J'aime courir et aller au gymnase, aller à la campagne à vélo et faire des promenades avec ma mère ou avec mes amies

COMPÉTENCES INTER-PERSONNELLES ET EN

COMMUNICATION

Je suis une personne très organisée qui sait comment gérer plusieurs engagements pendant la journée.

l'aime savoir les choses que je dois faire et quand je les dois faire pour réussir à atteindre une organisation optimale pour gérer mes engagements pris.

Quand je travaille dans un groupe, l'essaie de rejoindre des idées qui peuvent être utilisé pour atteindre le résultat voulu, l'écoute les idées des autres et le les compare pour obtenir la meilleur solution. J'apprécie le contact avec des autres fils et filles, parce que je

Kaunas, 04/04/2023

Laura Asadauskaitė provskienė

Skills

The participant talked about her two main personal skills: GOOD

- organisation

 leadership Very well done, those skills help define the future intern's personality / attitude.

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Digital skills

Great idea to highlight his skills: knowing how to use different softwares is an added bonus. Good





Conta

Everything done, wel All inform appears:

- -National
- -Date of b -Email ad
- -Phone nu
- -Home ad

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He put his diploma a about his

>> It's imp highlight h skills / his attitude.







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#Premium Mobility CV



Profile

She didn't write a profile

description but she

mentions additional

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certificates, when and

where she got them ...

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Be careful, depending on the internship, the hairstyle or piercings can be a problem!!



Zoe Wees

Nationality: GermanDate of birth: 01/01/2007

Chone number: (+49) 9999999 ■ Email address: student@gmail.com • -

Q Home: XX Straße, Stadt in Germany

Bénie marie [01/07/2021 - 30/07/2021]

City: Hamburg Country: Germany

- Take care of the child's hygiene (wash them, clean them, change them)
- Prepare meals and provide assistance during meals.
- Picking up on children's needs and wants and intervening accordingly. Accompany children to various activities (daycare, holding)

INTERN NURSERY SCHOOL (Children from 2 to 5 years old) Mons. Timoteo Telò - Ms Dina (20/02/2022 - 04/03/20

Country: Germany

- Assistance in educational activities
- Set up activities that promote children's growth and development
- Stimulate the children's sense of relationship
- Assist them and teach them hygiene and cleanliness
- Accompany children to sleep

EDUCATION AND TRAINING

HIGH SCHOOL LICENSE

A-Levels/High school degree "Privatschule Hamburg" [09/09/2018 - Current] Address: Am Lohsepark, 20457 Hamburg, Germany

FIRST-CYCLE CERTIFICATE OF STUDY

J. & R.Kennedy d'inzago [08/09/2014 - 08/06/2017]

Address: Am Born 16, 22765 Hamburg, Germany

CERTIFICATE OF ELEMENTARY STUDIES

Grundschule Ottensen [09/09/2013 - 04/06/2014]

Address: Amtsstraße 62, 20255 Hamburg, Germany

WORKERS' SAFETY TRAINING Institute of Higher Education "Privatschule Hamburg" [2020-2020]

Address: Heussweg 48, 20255 Hamburg, Germany

Mother tongue(s): German

Other language(s):

LISTENING B2 READING B2 WRITING B2 SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Work experience

Well done. Everything appears:

Contact details Everything is well done, well completed. All information appears:

> -Nationality -Date of birth

-Email address

-Phone number -Home address

-Job details

-Working period

-Short description of tasks done during the internship

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Education and training

Important notice: It's important to write exactly which field she is studying.

For example: nursing, administration, communication...





Language skills

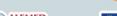
The participant added all the languages she speaks as well as the exact level. In this case, she says she has a B2 level of English.

>> This is important as it gives a general idea to the company of what's the language level of the future intern. Very useful.





Erasmus+











Contact details

everything is well done, well completed. All information appears:





- -Date of birth
- -Email address
- -Phone number
- -Home address

>> Julia did not detail her professional expectations, but she gave a lot of information about her diploma.





Language skills

The participant added all the languages she speaks as well as the exact level. In this case, she says she has a B2 level of English. She has a good level, which shows she is able to fluently interact in this language.





Giulia Diletta Leotta

Email: student@gmail.com Phone: (+39) 9999999

Date of birth: 01/01/2007 Nationality: Italian

EDUCATION AND

[2020 - Current] Aviation Services Management Technicians

ITE Luigi Einaudi - ITT Guglielmo Marconi

Address: Via Enrico Mattei, 12, 34079 Staranzano GO, Italie Logistics; Aerodynamics; Principles of flight; Flight Mechanics; Electrical engineering, electronics, and automation Navigational sciences, structure, and aircraft construction;

[02/2023] Fundamentals of Air Traffic Flow Management (4 Hours)

Eurocontrol E-Learning Course

[02/2023] Inside Air Traffic Management (7 Hours

Eurocontrol E-Learning Course

[02/2022] Fundamentals of Airport Collaborative Decision Making (2 Hours)

Eurocontrol E-Learning Course.

CREATIVE WORKS

[06/2022 - Current] Aviation Curiosity Youtube Channel

- . Seek and process information from reliable sources.
- · Develop a network with industry professionals to improve product quality and management of public relations with other entities.
- . Coordinate the work of a small team to match their personal commitments with those

DIGITAL SKILLS

Digital Skills

Microsoft Office | Photoshop | Premier Pro | Video Script writing

LANGUAGE SKILLS

Mother tongue(s): Italian

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Digital skills

Great idea to highlight her skills: knowing how to use different softwares is an added bonus.

Giulia has no work

Education and training

All relevant information appears:

-Description of what she studies

-Name of the diploma

-Period of studies

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She mentions she knows how to use:

- Photoshop
- · Premier Pro
- Video Script



this is very valuable knowledge!!

experience, however she was able to highlight her studies and motivation to obtain a new professional experience by talking about extra courses she did.

WORK EXPERIENCE

[06/06/2022 - 02/07/2022] Technical photographer

I worked in a shoes company and I took photograproduction and when they were worn by the clier cameras and tools like mirrorless, reflex and soft!
I also took care of postproduction and publication
networks and on the website of the company.

LANGUAGE SKILLS

Mother tongue(s): Italian

Other language(s): English

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTIO





Important to put your picture. It is the first contact with the company!

Profile

>> Short description. straight to the point.

Briefly talk about her personal skills / attitude, very good way to highlight her personality and to show her motivation.





Maria Candreva Home: XX via in Italy

Email: student@gmail.com Phone: (+39) 9999999

Gender: Female Date of birth: 12/10/2006 Nationality: Italian

ABOUT ME

EDUCATION AND TRAINING

IIS Aldini Valeriani

Technical subjects:

· Communication, ·Multimedia design

General subjects: ·Italian literature.

· History,

· English,

Mathematics

Tarcio shoes

·Physical Education.

WORK EXPERIENCE

Technical laboratories.

I consider myself a determined, committed and punctual person. I have good listening attitude and quick learning ability, a natural propensity for

teamwork or for work in my own. I like to get involved and learn always new things.

2020 - Current] Attending the 3rd year of Secondary School

Address: Via Sario Bassanelli 9/11, 40129, Bologna, Italy

Field(s) of study: Graphic and Communication

·Technologies of production processes,

[06/06/2022 - 02/07/2022] Technical photographer

City: Bologna

Education and training

-Name of the diploma / Field of study -Period of studies





O Erasmus+

All relevant information appears:

-Description of what she studies

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HOBBIES AND INTER

My spare time

C Erasmus+

Contact details

Everything is well done,

well completed. All

-Nationality

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-Date of birth

-Email address

-Phone number -Home address

information appears:

In my spare time, I enjoy:

·Playing volleyball: I train

three times a week, excluding weekend matches;

- *Taking photos: often, when I have time, I go out and I take photos with my professional camera;
- ·Spending time with my close friends, my family and my animals;
- •Travelling: I visit some countries like Spain, Egypt, Greece and United Kingdom;
- *Reading: I especially like romance books.

I authorize the processing of my personal data pursuant to the GDPR (EU regulation 2016/679) and the Legislative Decree 30/6/2003, n. 196 "Code regarding the protection of personal data".

Speaking another language than English can be a PLUS! VER NCE

Skype| Organizational and planning skills| Google (Google Meet, Google Docs,

Spanish

LISTENING AT READING AT WRITING AT

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

French

PowerPoint) | Zoom | Good knowledge of Autocad

LISTENING A2 READING A2 WRITING A2 SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Google Forms, Google Drive, Google Slide) | Social Media (Twitter, Facebook, Workplace, Linkedin,

Pinterest, Instagram)| Photoshop (Adobe)| Illustrator (Adobe)|knowledge of Office (Word - Excel -

Very good if you speak French but not obligatory!



Digital skills

Great idea to highlight her skills: knowing how to use different softwares is an added bonus.







Hobbies and interests

It has to be relevant with the internship desired. For example: something that shows leadership. initiative or that highlights her character.











Mother tongue(s): Italian

Other language(s):

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

cameras and tools like mirrorless, reflex and softbox.

networks and on the website of the company.

I worked in a shoes company and I took photographs of the shoes, both during

I also took care of postproduction and publication of photos and videos on social

production and when they were worn by the client. To take them, I used professional

Work experience

All information appears: -Dates -Job name

-Company name -Short description of tasks done during the internship. This is very helpful.











ills

d. For



What's next? Now you're ready to do your #premium mobility CV

Welcome to ALFMED Perpignan France





