

**ERASMUS+**

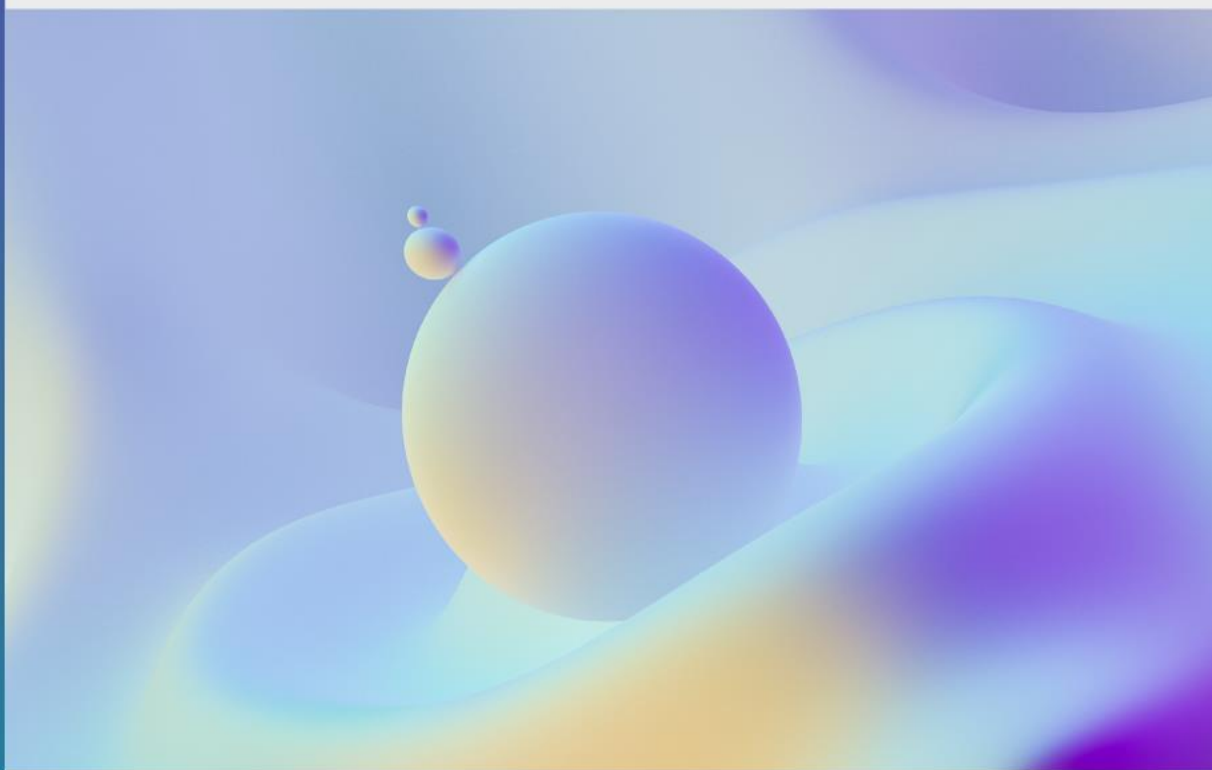


discover<sup>ed</sup>



Erasmus+

# **A-Z TRAINEESHIP WEBINARS**



7-20 April 2022



discover<sup>ed</sup>



Erasmus+

# HOW TO FIND TRAINEESHIP PLACE ABROAD



7 April 2022

5 – 6 p.m.

# THINKING ABOUT TRAINEESHIP...



**Practical Skills?**

**Recognition?**



**Visiting new places?**

**Language?**



**International Network?**

**Money?**





Erasmus+

# Erasmus+

## Traineeship

- ☒ Practical skills
- ☒ International Network
- ☒ Visiting many countries
- ☒ Recognition
- ☒ Language
- ☒ Money

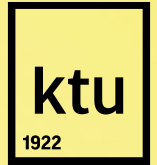


Erasmus+

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Online Linguistic Support

# Erasmus+ is...



**Studies + Traineeship = 12 months/study cycle**

## Physical/ Blended (min. 2 months)

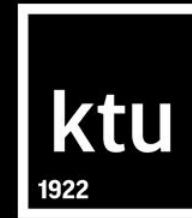
- Voluntary (only when you do not have lectures at KTU, e.g., during summer/ thesis semester)
- Mandatory
- Recent graduate (12 months after graduation from KTU)

**Students have to find a traineeship place by themselves!**

## 4 Selections:

- December
- March
- June
- September

# SUMMER TRAINEESHIP WITH ERASMUS+

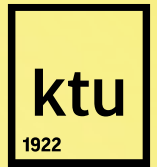


**Apply before June 1st**

[en.ktu.edu/erasmus](https://en.ktu.edu/erasmus)



# How to Organize the Process?



## **HOW TO FIND TRAINEESHIP PLACE ABROAD**





**STEP 1. Decide when do you wish to go for a traineeship**

**STEP 2. Search for traineeship offers**

**STEP 3. Make a wish list** of traineeship places (companies/ universities/ organisations)

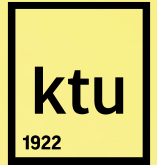
**STEP 4. Prepare your CV** (e.g. follow *Europass CV* guidelines) & **Motivation letter/ cover letter** (check it twice!)

**STEP 5. Send out your CV and Motivation letter** the selected companies/ universities/ organisations from your wish list

**STEP 6. Wait for the possitive response or invitation to the interview**

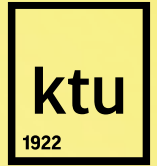
**STEP 7. Possitive reply? Apply for ERASMUS+ grant!**

# STEP 1. Decide When to Go for a Traineeship



- **Voluntary** (only when you do not have lectures at KTU, e.g., during summer/ thesis semester)
- **Mandatory**
- **Recent graduate** (12 months after graduation from KTU)

# STEP 2. Search for Traineeship Offers



- Teachers/ Friends/ Family
- [KTU Erasmus partner institutions](#)
- [KTU Office 365](#)
- [KTU WANTED](#)
- [Traineeship portals/ intermediate companies](#)
- Websites of the companies
- LinkedIn/ Facebook
- Google/ Google Map
- International exchange programmes (*e.g., Erasmus+, AIESEC, BAFF, Erasmus for Young Entrepreneurs, IAESTE, Vulcanus in Japan, etc.*)

# STEP 3. Make a Wish List of Traineeship Places

- Search for the best/ most suitable traineeship place...
- Show yourself from the best side...



# STEP 4. Prepare your CV & Motivation Letter ( cover letter)



**JAMIE FOSTER**

ART DIRECTOR

**EXPERIENCE**

2012 - Present  
**Yellow Man Advertising**  
Art Director  
Brief description of the position and the responsibilities you had in this post. Nullam pulvinar pulvinar mattis.

2009 - 2012  
**Big Bang Studios**  
Senior Designer  
Brief description of the position and the responsibilities you had in this post. Nullam pulvinar pulvinar mattis.

2003 - 2005  
**High Jump Design**  
Graphic Designer  
Brief description of the position and the responsibilities you had in this post. Nullam pulvinar pulvinar mattis.

2000 - 2003  
**Hart Marketing**  
Junior Designer  
Brief description of the position and the responsibilities you had in this post. Nullam pulvinar pulvinar mattis.

**EDUCATION**

1998 - 2000  
**MA Advertising**  
University of London, UK

1995 - 1998  
**BA Honors Design**  
College of Art, UK

**SKILLS**

- Photoshop
- Illustrator
- WebDesign
- Microsoft Office
- Dreamweaver
- HTML, CSS
- CSS3

**AWARDS**

2013 **Best Newcomer**  
Creative Magazine  
Brief description of the award you received

**ABOUT ME**

I'm Jamie  
a Art Director  
from the United Kingdom

This is a section where you describe your professional career. Let the potential employer know why they would want to hire you. Use this section for particular career highlights, collaborations or stepping stones to where you are now as a professional.

**CONTACT**

123 Street Name, Town/City,  
State/County, Post/Zip Code  
T: 008 1234 5678  
E: jamie.foster@gmail.com  
W: www.jamie-foster.com

facebook.com/jamie.foster  
 @jamie.foster  
 uk.linkedin.com/in/jamie.foster

**REFERENCES**

**John Smith**  
Director  
T: 008 1234 5678  
E: john.smith@company.com

**Sandra Hamill**  
Senior Designer  
T: 008 1234 5678  
E: sandra.hamill@company.com

**Alex James**  
Photographer  
T: 008 1234 5678  
E: alex.james@company.com

**JAMIE FOSTER**

ART DIRECTOR

123 Street Name, Town/City, State/County, Post/Zip Code  
T: 008 1234 5678 | E: jamie.foster@gmail.com | W: www.jamie-foster.com

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**TO:**  
Mr Smith  
**Position in Company**  
Company Name  
123 Street Name, Town/City,  
State/County, Post/Zip Code

**FROM:**  
**Jamie Foster**  
Art Director

**DATE:**  
30th November 2018

**Job Ref: Advertised Position within Company**

Dear Mr Smith,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ac tempus dolor. Praesent varius libero eget lectus ultricies eu pretium ligula facilisis. Donec consectetur nisi a neque condimentum faucibus. Sed duis lorem, posuere moroncus consectetur vilba, pulvinar quis arcu. In est eros, pharetra vulputate lacus sit amet, euismod semper tortor. Duis non libero mi. Mauris aliquam justo et hendrerit ullamcorper. Neque justo suscipit. Justo, blandit varius quam augue ut mi. Nam turpis tortor, euismod at gravida secundoan, sagittis ac nuda. Nulla libero libero, ullamcorper sit amet tristique in, mollis sit amet nibh. Donec purus nisi, elementum blandit, sodales ut, porta quis purus. In hac habitasse platea dictumst. Nam sed pretium nulla. Nullam eu lectus in enim ultrices portitor et non ligula. Curabitur sed sapien nec sapien consequat. Nullam sit amet vel ante. Proident neque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Nullam pulvinar pulvinar mattis. Fusce vilba massa quis eili ullamcorper laoreet sit amet sit amet duis. Curabitur quis pellentesque sem. Sed arcu augue, condimentum ut lobortis quis, sollicitudin nec ris. Mauris in lorem lectus, id egestas odio. Sed eget sollicitudin sapien. Cras lacina velit ac duior condimentum in laoreet massa mattis. Maecenas dignissim, velit vel lobortis consectetur, nulla non tristique purus, et gravida arcu lobortis, nulla. Nulla auctor sagittis velit, id volutpat enim aliquet ac. Nam euismod faucibus viverra. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Pellentesque dapibus metus sed sapien pulvinar venenatis. Donec viverra, tortor quis lobortis ultrices, nibh fisis gravida augue, ut, impendit enim tortor vel odio. Etiam at est viverra purus laoreet lobortis et a urna. Proin at sinodant urna. Quisque sit amet risus augue, sit amet fingit lacus. Cras varius pellentesque sem, a lacina oro volutpat quis. Aliquam enim volutpat.

Sincerely,

*Jamie Foster*

Jamie Foster

More traditional option

# More creAtive oPtion?

**CHRISTIAN GRACE JIN Q. BOTIN**  
GRAPHICARTIST

jin.botin@gmail.com  
09279704379 / 028691978  
12 Agoncillo St. Phase 4  
Pacita Complex 1  
San Pedro, Laguna

**OBJECTIVE**  
To use my talent for graphic design with my deep-rooted passion for service to join a team that challenge me to grow as an artist through purposeful design.

**WORK EXPERIENCE**

- ModernTech Computer Systems, Inc.**  
Pacita Complex 1, San Pedro, Laguna  
Feb 2010 - Oct 2010  
GRAPHIC ARTIST • PHOTOGRAPHER
- ASECASIA INC**  
Filinvest Corporate City, Alabang, Muntinlupa  
(Dec 2010 - present)  
GRAPHIC ARTIST

**EDUCATION**

- AMA Computer Learning Center**  
San Pedro, Laguna  
IT (Internet Technology)
- Pacita Complex National High School**  
Pacita Complex 1, San Pedro, Laguna

**ARTISTIC / DIGITAL SKILLS**

- Windows • Mac OS X
- PEAR OS 3.0 PANTHER
- Graphic Design
- Photography
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Corel Draw
- Photo Editing
- Website Design
- Logo Design

**CHARACTER REFERENCES**

- Alma**  
Graphics Supervisor  
ModernTech C.A.I.  
09239278601
- Ronald T. Balhon**  
Graphics Supervisor  
ASECASIA, INC.  
09162168957

**HARRY MILLER**  
GRAPHIC DESIGNER

**ABOUT ME**  
I am a creative and professional graphic designer with over 5 years of experience in the industry. I have a strong background in branding, web design, and print design. I am a team player and a self-starter who is always looking for new challenges and opportunities to grow my skills and contribute to the success of my clients.

**EDUCATION**

**COLLEGE (2008-2012)**  
Bachelor of Science in Graphic Design  
University of the Philippines - Diliman

**COLLEGE (2008-2012)**  
Bachelor of Science in Graphic Design  
University of the Philippines - Diliman

**WORK EXPERIENCE**

**COMPANY (2012-Present)**  
Graphic Designer  
ABC Creative Agency

**COMPANY (2011-2012)**  
Graphic Designer  
XYZ Design Studio

**COMPANY (2010-2011)**  
Graphic Designer  
PQR Marketing Solutions

**SKILLS**

- GRAPHIC DESIGN
- WEB DESIGN
- UI/UX DESIGN
- BRANDING
- ILLUSTRATION

**CONTACT**

11 HARRY MILLER  
12 HARRY MILLER  
13 HARRY MILLER

50 Best Resume Samples 2016-2017 | Resume Format 2016

**SMOC** *Illustrator & Video Editor*

**Education**  
ESAD, Caldas do Ruidra  
BA in Sound and Image  
2008 - 2011  
Duran Castalbert Fine Art School  
Torres Vedras, Portugal  
Technical Drawing & Painting  
2002 - 2007

**Work Experience**

**HOW, Multimedia**  
Torres Vedras, Portugal  
Full-Time Video Editor  
Mar. 2011 - Aug. 2011

**Caron d'Ache (Scripting)**  
Freelancer  
Promotor & Product Demonstrator  
Jan. 2007 - Dec. 2008

**Duran Castalbert Fine Art School**  
Fine Art & Illustration Tutor  
Part-Time & Full-Time  
Sep. 2005 - Jan. 2008

**Technical Skills**

**Fine Art**  
Drawing & Painting

**Portrait**  
Illustration / Digital Illustration

**Video Editing**  
Photography  
Storyboard

Pencil & Paper ★★★★★  
Adobe Photoshop CS3 ★★★★★  
Adobe Illustrator CS5 ★★★★★  
Final Cut Pro ★★★★★  
Adobe Premiere ★★★★★  
After Effects ★★★★★  
Logic Pro ★★★★★  
Adobe SoundBooth ★★★★★

**Contacts**

Phone 0733 1672 321  
Email smmog@gmail.com  
Web http://orangecollective.com/smog  
http://www.com/monicagames

**Mónica Gomes**

I'm a portuguese illustrator highly motivated and passionate about art in general. I have a fine art background that took me into illustration, which later on, with the use of technology also took me to work with digital illustration. Later on I decided to join the university doing a B.A. in Sound & Image, making side by side with artists from different areas. I also have an interests books, art & fashion magazines and Photography.

Currently I am living in Central London and looking forward to start working with people that share my love for illustration & video. Thank you for reading my resume, hope to hear from you soon.

# CV

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## CV has to:

- be written for a particular internship.
- match the requirements of the company.
- be short and specific (1-2 pages).
- attract attention in a few seconds.

**No gramaar adn pucntaution misateks!**

# CV

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- **Contact information**

---
- **Education** (date, program/field of studies, educational institution)

---
- **Work experience** (date, position, company/ organisation, work, responsibilities, greatest achievements)

---
- Skills, languages, strengths/ other **competences**

---
- **Other information** (projects, organizations, honour and awards, certificates, achievements)

---



# CV: Contact information

Name

Surname



+370 888 88887



[email@ktu.edu](mailto:email@ktu.edu)



Studentų g. 50, Kaunas,  
LITHUANIA



[www.mywebsite.lt](http://www.mywebsite.lt)

# CV: PHOTO



# Motivation Letter

Name  
E-mail Surname  
Telephone

*Dear Mr/Ms .... (if possible)*

**Part 1 - Introduction:** Introduce yourself, study program.

The main phrases to start:

I'm writing about... I'm interested in this position...

I'm particularly interested in internship...

**Part 2 – Explanation:**

**Your qualifications** (competences, experience, communication skills and other personal competences). **Provide examples!**

**What benefits can you bring to the organization?**

**Stand out from others!**

**How this position relates to your future plans? Motivation!**

**Part 3 - End:** Emphasize that you are ready and want to meet for an interview.

I'm looking forward to meeting with you and discussing my qualifications in more detail.

*Name, surname*

# Be yourself! Be creative!

Copyright 2002 by Randy Glasbergen.  
www.glasbergen.com

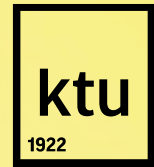


“What do you mean, it’s not a good résumé?  
It’s the most expensive one they had on eBay!”

**Highlight**, that you **CAN** and **WANT** to work on this specific internship position. **Hihglight** your **STRONGEST** features and **DIFFERENCES** from other candidates.

**STEP 5. Send out your CV and Motivation letter** to the selected companies/ universities/ organisations from your wish list!

# STEP 6. Wait for the Response or Interview



## No answer?

Review your CV and a motivation letter!

## Need some help?

Register for career consultation ([connect through your personal profile at KTU AIS](#))

*Do not WAIT too long FOR the ANSWER!*



# Interview

## If you receive an invitation for the interview:

- Make a research about the company
- Gather samples of your previous work (if any)
- Think questions to the company
- Dress appropriately
- Check your internet connection
- **Be organised and on time!**



# KTU EXCHANGE COUNSELLOR

Being *KTU Exchange Counsellor* is all about telling other students what your exchange was like.  
Join our exchange community!



**Ilkin**

Informatics



**Marius**

Transport Electronics

ive 2 hours ago



**Gabrielé**

International Business



**Havva Buse**

Architecture

Alumni



**Govardhan**

Vehicle Engineering



**Azad**

Aviation Engineering



**TRAINEESHIP?**

```
graph TD; A[TRAINEESHIP?] --> B[When? Where? How?]; B --> C[MAKE a wish list]; C --> D[SEND CV motivation letter]; D --> E[WAIT]; E --> F[BINGO!]; F --> G[en.ktu.edu/erasmus];
```

The flowchart starts with a white box with a blue border containing the text 'TRAINEESHIP?'. An arrow points from this box to a blue rounded rectangle containing the text 'When? Where? How?'. From there, an arrow points to another blue rounded rectangle containing 'MAKE a wish list'. This leads to a blue rounded rectangle containing 'SEND CV motivation letter'. An arrow then points to a blue rounded rectangle containing 'WAIT'. From 'WAIT', an arrow points to a blue rounded rectangle containing 'BINGO!'. Finally, an arrow points from 'BINGO!' to a blue rounded rectangle containing the URL 'en.ktu.edu/erasmus'.

When?  
Where?  
How?

MAKE a  
wish list

SEND CV  
motivation letter

WAIT

BINGO!

[en.ktu.edu/erasmus](http://en.ktu.edu/erasmus)



**KEEP  
CALM  
AND  
GO ON  
ERASMUS+**

## **NEED MORE HELP?**

erasmus@ktu.lt

**STUDENTS' INFOCENTRE** (Studentų g. 50)

+370 676 92160

ktu.edu/erasmus