

ERASMUS+



discover^{ed}



Erasmus+

SEMINAR HOW TO FIND TRAINEESHIP PLACE ABROAD & TRAINEESHIP OFFERS

28 March, 17:00–18:30
KTU Library (M10 Amphitheatre, Studentų 50)

THINKING ABOUT TRAINEESHIP...



Practical Skills?



Recognition?



Visiting new places?

Language?



Money?



International Network?

The logo for Erasmus+ Traineeship features the word "Erasmus+" in a bold, green, sans-serif font, with a white plus sign. Below it, the word "Traineeship" is written in a similar green font. The text is set against a green background that includes a white silhouette of a city skyline.

Erasmus+

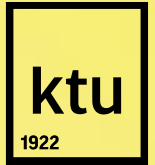
Traineeship

- ☒ **Practical skills**
- ☒ **International Network**
- ☒ **Visit many countries**
- ☒ **Recognition**
- ☒ **Language**
- ☒ **Money**



Online Linguistic Support

Erasmus+ supports...



Studies - Traineeship - 12 months/study cycle

4 Selections for Erasmus+ traineeship grant:

- 1 December
- 1 March
- 1 June
- 1 September

Students have to find a traineeship place by themselves!

HOW TO FIND TRAINEESHIP PLACE?

STEP 1. Decide when you are willing to go for a traineeship

STEP 2. Create your CV (e.g. follow *Europass CV* guidelines) & **Motivation letter/ cover letter** (check it twice!)

STEP 3. Search for traineeship offers

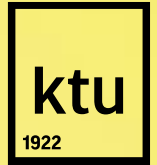
STEP 4. Make a wish list of traineeship places (companies/ universities/ organisations)

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. Apply for ERASMUS+ grant!

STEP 1. Decide when to go for Erasmus+ traineeship



- **Mandatory** (during semester/ summer after your 3rd year of studies)
- **Voluntary** (period free from lectures at KTU, e.g., during summer/ thesis semester)
- **Recent graduate** (12 months after graduation from KTU)

STEP 2. 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.

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.

EDUCATION

1998 - 2000
MA Advertising
University of London, UK

1995 - 1998
BA Honors Design
College of Art, UK

SKILLS

Photoshop ██████████
Illustrator ██████████
InDesign ██████████
Microsoft Office ██████████
Dreamweaver ██████████
HTML/CSS ██████████
CSS3 ██████████

AWARDS

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

CONTACT

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

TO:
Mr Smith
Position in Company
Company Name
123 Street Name, Town/City,
State/Country, 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 morous consectetur viles, 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 secusom, 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 sapper nec sapper consequentium sit amet vel ante. Prohenteque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Nullam pulvinar pulvinar mattis. Fusce viles massa quis eili ullamcorper laoreet et 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 diler condimentum in laoreet massa mollis. 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 ...

More creAtive oPtion?



50 Best Resume Samples 2016-2017 | Resume Format 2016



Show yourself from the best side...

Motivation Letter

Name Surname
E-mail
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.

Be yourself! Be cre-A*tiVE!

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www.glasbergen.com



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

HIGHLIGHT:

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

STEP 3. Search for Traineeship Offers

- Teachers/ Friends/ Family
- KTU Erasmus partner institutions
- [KTU Catalogue of Traineeship Offers Abroad](#)



CATALOGUE OF TRAINEESHIP OFFERS ABROAD

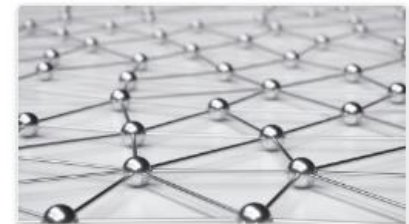
International work experience allows you to acquire unique professional competencies, which are highly valued in the labour market. Therefore, you are very welcome to search for a traineeship place outside Lithuania and to use "Erasmus+" grant to accommodate your stay there. To help you in your search process this catalogue was created.



LATEST OFFERS



TRAINEESHIPS IN UNIVERSITIES



INTERMEDIARY ORGANISATIONS & PORTALS

STEP 3. Search for Traineeship Offers



- Traineeship portals/ intermediate companies
- Email companies directly
- LinkedIn/ Facebook
- Google/ Google Map
- Network, network, network

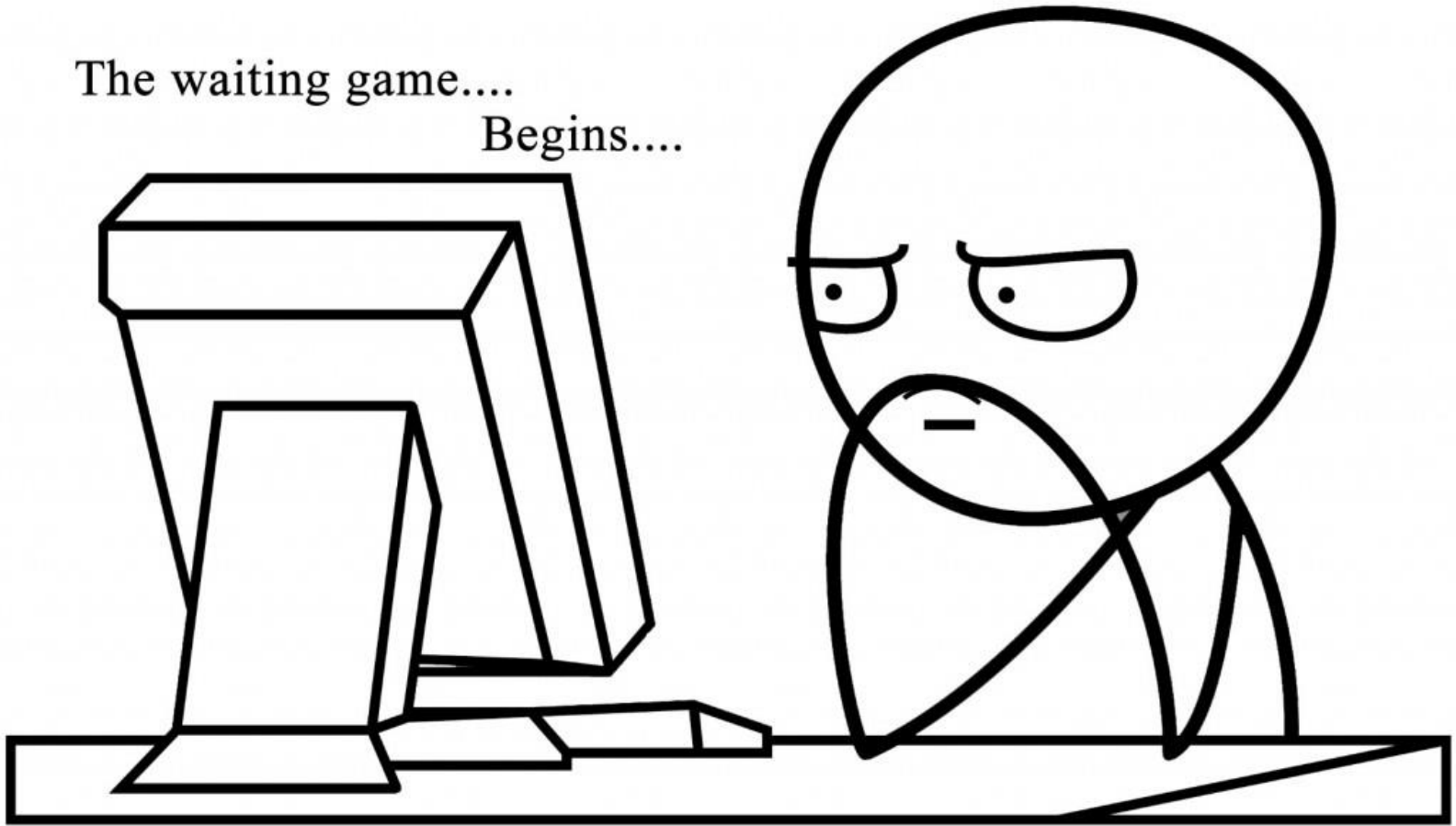
STEP 4. Make a Wish-list of traineeship places

- Search for the best/ most suitable traineeship places...

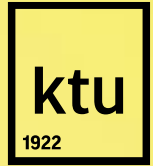


STEP 5. Send out your CV and Motivation letter to the selected companies/ universities/ organisations from your wish list!

The waiting game....
Begins....



STEP 6. Wait for the Response or Interview



No answer?

Review your CV and a motivation letter!

Need some help?

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

Do not WAIT too long...



Interview

If you receive an invitation for the interview:

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



STEP 7. Apply for ERASMUS+ grant



en.ktu.edu/erasmus

ktu Kaunas University of Technology MOBILITY-ONLINE

Filter menu entries Pipeline Workplace Connect/EWP History Help Find Find English

Applications outgoing (ID = 285676) Display

Back Forward to update

Further applications (5) Documents (11) Notes (0) E-mails (2)

Master data Personal details Scholarship Pipeline Display application workflow

Application details Open all sub groups Close all sub groups

Type of application Incoming Outgoing *

Type of person Student Teachers *

Exchange programme Erasmus (SMP) *

Academic year 2022/2023 *

Personal data

Last name Jankauskienė *

First name Rūta *

Gender Male Female Transgender Intersexual Other *

Date of birth 24/06/1974 *

Citizenship Lithuania *

Double Citizenship Afganistan *

University e-mail address rutve@ktu.lt *

Personal e-mail address rujanka@gmail.com *

Contact person in case of emergency

Last name of contact person hsg *

First name of contact person 9999 *

Relationship to you 9999999 *

Telephone number of contact person 777777777 *

E-mail address of contact person r12@gh.com *

Data concerning current study

TRAINEESHIP?

When?
Where?
How long?

Prepare CV+
cover letter

MAKE a
wish list

SEND CV
motivation letter

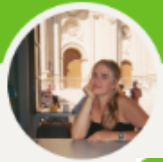
WAIT...

BINGO!

en.ktu.edu/erasmus

KTU EXCHANGE COUNSELLOR

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



Aisté



I spent my exchange in Spain!



Aldric



I spent my exchange in Greece!



Emilija



I spent my exchange in Italy!



Gerson



I spent my exchange in South Korea!



Giedrė



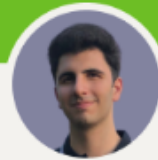
I spent my exchange in Czech Republic & Estonia!

Exchange type: Studies, Traineeship

Faculty: Chemical Technology

Study programme: Food Science and Technology

I spent



Gurban



I spent my exchange in Czech Republic!

Exchange type: Studies

Faculty: Informatics

Study programme: Informatics

Design

German



Malaika



I spent my exchange in Spain!

Exchange type: Studies, Traineeship

Faculty: Social Sciences, Arts and Humanities



Mahammad

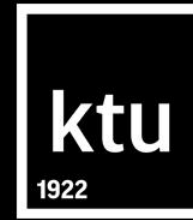


I spent my exchange in Azerbaijan & Belgium!

Exchange type: Traineeship

Faculty: Informatics

SUMMER TRAINEESHIP WITH ERASMUS+



Apply before June 1st

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