

## Brief Information about how to make a CV for Erasmus+ Traineeships

When the participant wants to apply for internships under the name of the Erasmus+ Traineeship program, a well-done CV is required to apply to a company/institute in Europe. It is important to add and show the necessary information in order to apply for a traineeship.

The best way to start a CV is to write an objective at the start of the paper to get the attention of the target audience of a specific company/institute. A CV objective is not a statement that tells an employer what the participant wants from them. Instead, the objective on the CV should highlight their willingness to learn and apply the skills that the participant has already cultivated in BAU. The objective should showcase the participant's most marketable character traits, relevant skills, and abilities.

Listing relevant coursework gives employers a better idea of participants' existing knowledge and skill set. It is valid to list classes relevant to the internship that the participant is applying for. Adding the hard-earned GPA to the CV tells the hiring manager that the participant can be trusted to produce quality work within the traineeship period. Adding academic-related awards, projects, campaigns, achievements, and research papers show hiring managers that other professionals have recognized your hard work and accomplishments in the past. Placing clubs, sports, and other extracurricular activities on the CV showcases the participant's additional skills, like leadership and communication. It is best to stick to topics that are relevant to the internship and will help an employer best to understand how the participant will perform at their respected company/institute.

The work experience section is important for an employer so if the participant did work anywhere before; it should be mentioned in the CV but participants for the Erasmus+ Traineeship program are students or new graduates. Participants can add the name of the club or project that they attended and explain relevant achievements and duties in bullet points under the header.

Participants can also include hobbies and interests in the CV, as well as volunteer work experience. However, it is best to remember to only include these experiences if they emphasize positive personality traits that the participant can apply in a work setting. It is

important to keep this part short and simple because the employer may ask about them in your application process to get an acceptance letter from the company/institute.

Participants can write balanced skills sections with relevant hard and soft skills that make the participant a stronger intern candidate for the job. Hard skills are usually learned in the classroom while soft skills are related to the participant's personality.

- Internship resume hard skills can be: writing, editing, software, computer skills, and many more.
- Internship resume soft skills can be: multitasking, organizational skills, collaboration, communication skills, leadership skills, problem-solving, and many more.

**Important Note:** After reading this brief information about the Erasmus+ Traineeship program, BAU Exchange Office advises their participants to create it with the Europass CV format. Participants should check the link below to learn about valuable information to create a CV.

Europass: <https://europa.eu/europass/en/create-europass-cv>

