



LA RICERCA DELLO STAGE ALL'ESTERO

Incontri di orientamento dedicati a studenti e neolaureati dell'Università degli Studi di Milano

Secondo incontro

Candidatura in lingua inglese

relatore

Bernd Faas



In collaborazione con il COSP - Ufficio
Orientamento Post-Laurea e Placement
Università degli Studi di Milano



Buono a sapersi

- **8** secondi per la prima scrematura
- **migliaia** di candidature per ogni annuncio
ONLINE
- **1 %** dei posti trovati tramite annunci
ONLINE
- **50%** dei lavori trovati tramite networking
- **oltre 50%:** verifica su Meta/FB, LinkedIn
- **30-40%** dei posti non pubblicizzati

**candidatura
standard si ma
con
personalizzazione**

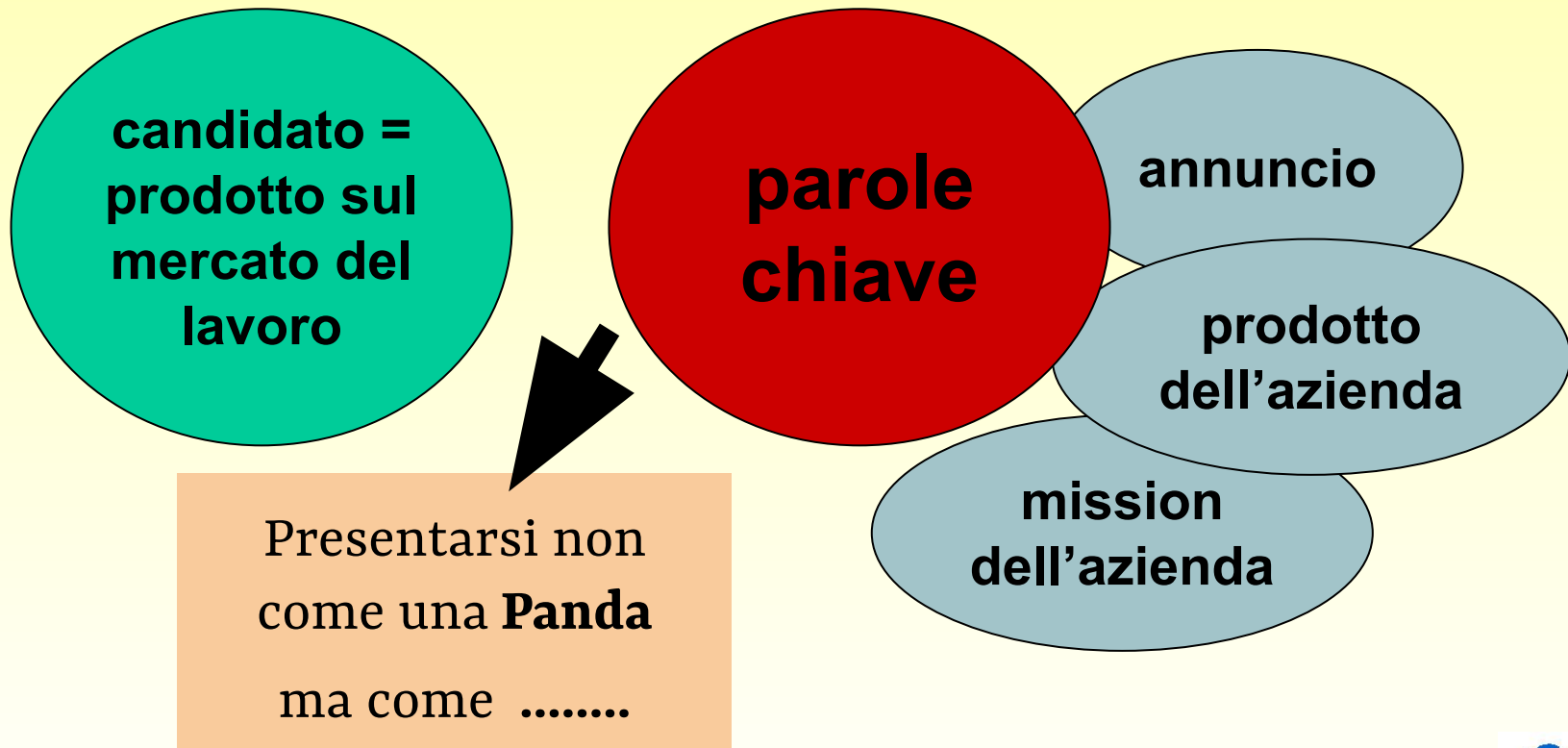
**non esiste IL
MODELLO
PERFETTO per
tutti**



Candidarsi = Personal branding

tutte le competenze
NON servono

servono QUELLE che
cerca l'azienda





Candidatura - come fare?

- Candidatura tramite posta: in via di estinzione
- Candidatura tramite email: PMI
- **Modulo online: presente e futuro**
- Telefonata

dipende da:
- **dimensione**
- **visione**
organizzativa
- **privato / P.A.**

forme indirette: **social/business network - videoCV - sito –
blog - volantino proprio**

Futuro SEMPRE PIU' VELOCE

chatbot - one-swipe - recruiting funnel



Iter di selezione: esempio personale qualificato

fase	settimana
• Annuncio	• 12
• Prima scrematura	• 10
• Verifica approfondita	• 10
• Selezione candidati	• 10
• Verifica (Skype, colloquio)	• 9-7
• Selezione 3-4 candidati	• 7
• Colloquio	• 6-5
• Scelta definitiva	• 5/4
• Definizione contratto	• 4-3
• Inizio lavoro	• 0

**stage:
tempi
anche
più
lungi**

**Paesi
extracomunitari:
+ tempo per
richiesta del visto**



Terminologia e forma

UK

Curriculum Vitae

Cover Letter

USA

Resume

Covering Letter

- font di scrittura: commerciale (tipo Arial, Courier)
- uguale per CV e Cover Letter
- breve e conciso senza tralasciare dettagli importanti
- massimo 20 parole per frase
- CV: layout facile da comprendere



Cover letter

- indirizzata a persona specifica (telefonare prima)
- oggetto dopo “Dear Mr / Ms Smith”
- confermare i dettagli dell’annuncio con competenze
- creare attenzione per il CV senza fare ripetizioni
- mai dare informazioni negative
- essere disponibile per colloquio
- concludere con “Yours faithfully, Yours sincerely”
- sotto la firma ENC: (allegati)



Contenuto Cover Letter

1 page

- **First** paragraph - The opening statement should set out **why you're writing** the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.
- **Second** paragraph - Highlight relevant experience and demonstrate how **your skills match the specific requirements** of the job description. Summarise any additional strengths and explain how these could benefit the company.
- **Third** paragraph - Cover why you're **suitable** for the job, what **attracted** you to this type of work, why you're **interested** in working for the company and what you can **offer** the organisation. This is a good opportunity to show off your knowledge of the company.
- **Last** paragraph - Use the closing paragraph to round up your letter. Reiterate **your interest** in the role and indicate **your desire** for a personal interview. Now is the time to mention any unavailable dates.



Speculative Cover Letter

1 page

Dear Mr Brown,

*I am writing to enquire if you have **any vacancies** in your company. I enclose my CV for your information.*

*As you can see, I have had extensive **vacation work experience** in office environments, the retail sector and service industries, giving me **varied skills and the ability** to work with many different types of people. I believe I could fit easily into your team.*

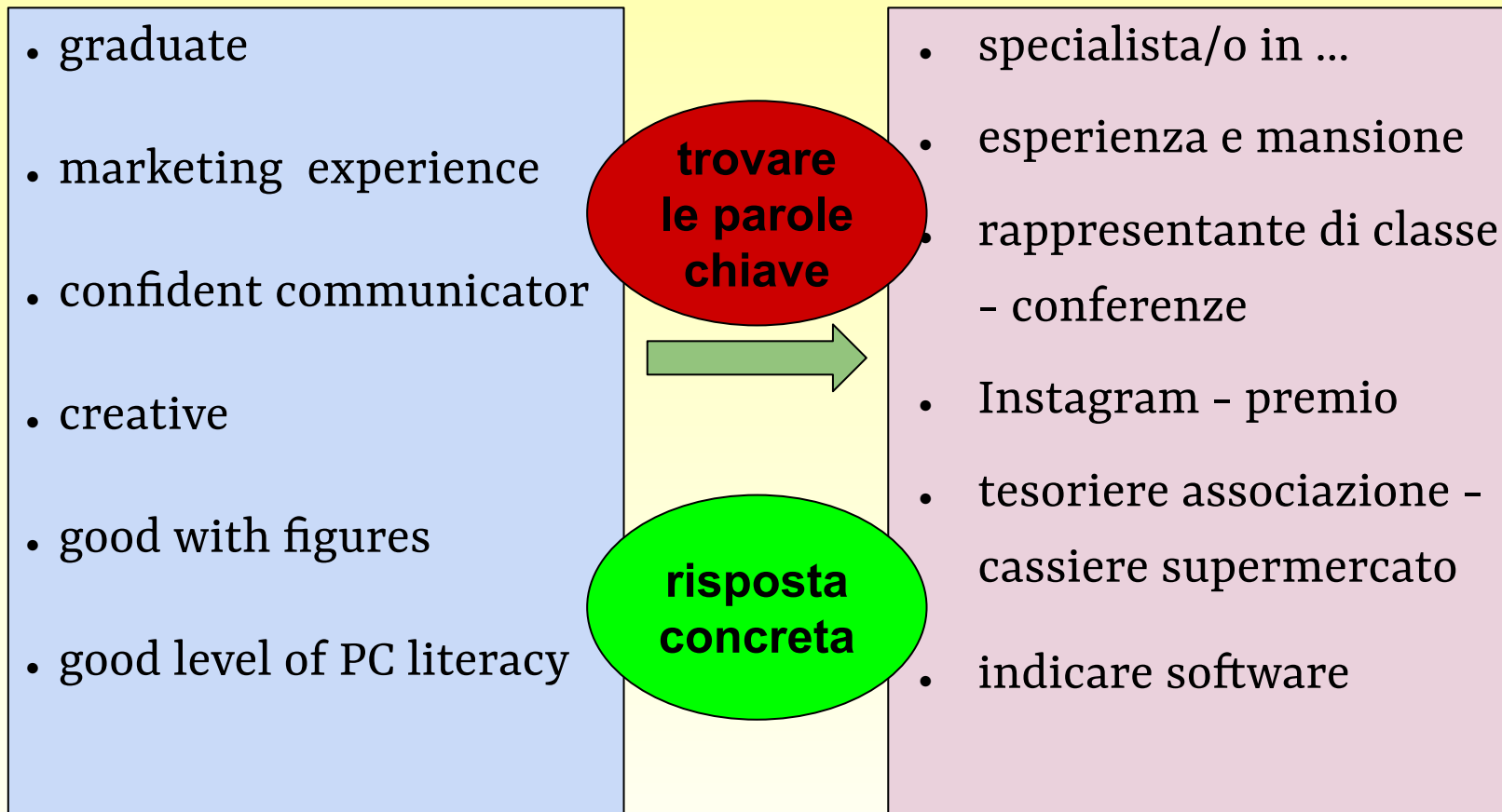
*I am a **conscientious person** who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of **ideas and enthusiasm**. I'm keen to work for a company with a great reputation and high profile like [insert company name].*

*I have **excellent references** and would be delighted to **discuss any possible vacancy** with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.*

Yours sincerely



Annuncio e risposta





CV

**CV
Europass**

tematico

creativo

**crono-
logico**



Struttura CV cronologico

1 page

- Personal Details
- Job Objective / Career Objective / Job Target
in alternativa: Summary
- Education / Qualifications
- Experience / Employment History
- Skills / Additional Skills
- Activities/Engagement

confirm with
**Achievements /
Accomplishments**

Start of career



PENELOPE JOHNSTONE

CV

📍 London, United Kingdom 📞 +44 1632 960328 ✉ example@cvmaker.uk

Ambitious Business Psychology student specialising in Human Resources, ready to leverage strong administration skills to develop a career in HR. Excellent time management, communication, and interpersonal skills with a proven ability to build and strengthen connections between different departments. Knowledgeable in employment law and key HR practices with a solid understanding of recruitment, compliance, and business operations.

EDUCATION

Bachelor of Science (Honours) in Business Psychology
University of Essex

2015 - 2019

- **Industrial Relations:** gained a broad understanding of employee relations essence and effective management in small to medium enterprises (SMEs).
- **Personal and Social Development:** explored the needs of people in order to be fulfilled in the context of our daily and working lives.
- **Thesis:** trend analysis in staff retention over a 10-year period for a large and well-established manufacturing organisation. (Grade A-)
- **Relevant courses:** HR Management, Consumer Behaviour, Business strategy, Leadership and Managing Teams, International Marketing Strategy, Organisational Development and Change.

WORK EXPERIENCE

Shift Manager at McDonald's, Manchester

2019 - 2020

Serve as lead for delegating tasks to restaurant staff and addressing diners' queries. Ensure compliance with safety regulations and maintain a fully-stocked inventory. Manage and coordinate the employee satisfaction survey aimed at identifying areas of staff discontent. Assist with general administrative duties and deal with HR-related queries, including payroll and staff contracts.

- Supported various team members to carry out research, analyse data, and make recommendations to senior personnel.
- Gave presentations to senior staff members at meetings.
- Acquired the essential foundational knowledge of employment law and HR practices.

ADDITIONAL EXPERIENCE

Coordinator Assistant Volunteer at Remploy, Newport

2017 - 2018

As Britain's largest employer of people with disabilities, the main role was to support sustainable employment. Respond to customers' needs, prepare weekly reports, schedule meetings, and assist in organizing company events. Provide expert advice on enhancing business operations, and build a good reputation for the business.

- Managed the paperwork for new volunteers, including screening of applications for shortlisting and recording personal contact details on the Microsoft Access database.
- Learned how to communicate in a professional manner via email, telephone, and letter.

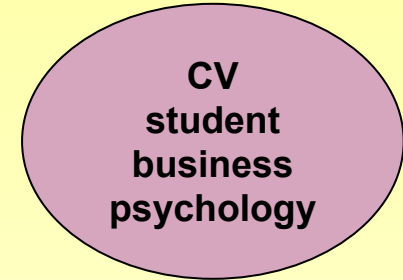
Board Member at University Networking Essex Club

2015 - 2017

- Winner of the 'Bucks Best Business Pitch' award in 2017 Enterprise week, developing confidence in public speaking and presentation skills.
- Active member at the university societies: Business Forum and Essex Entrepreneurs.

SKILLS

HRM, HRIS, recruitment process, administrative operations, commercial awareness, cultural awareness, HR reporting, coaching, accounting, business organisation, and public speaking.



fonte: www.cvmaker.uk





Struttura CV tematico

1 page

- Personal Details
- Job Objective / Career Objective / Job Target
- 1. Top Skill (fondamentale per obiettivo / posizione)
- 2. Top Skill (fondamentale per obiettivo /posizione)
- 3. Top Skill (utile per obiettivo carriera)
- Another Skill (utile per obiettivo carriera)
- Area of Proficiency (product research, project management, Supervision&Leadership ...)

- Work History (durata, mansione, azienda)
- Education / Qualifications
- Activities/Engagement

Candidata/o con esperienza

Top Skills

Client orientated

Negotiation and persuasion

Problem solving

Leadership

Teamwork

Perseverance and motivation

Organizational know-how

confirm with

**Achievements /
Accomplishments**



Job Objective / Career Objective / Job Target

riassumere in 1-2 righe l'obiettivo formativo/professionale collegato strettamente con la posizione in questione

Seeking an entry-level position to begin my career in a high-level professional environment

To obtain an internship within the marketing department of a financial organisation to enhance my education as a marketing professional

A highly organized and hardworking individual looking for a responsible position to gain practical experience

I am seeking a position at Smith Design Firm as a Graphic Designer. I can apply my excellent Adobe Illustrator skills to a real-world client relationship.

Accounting student with impeccable attention to detail seeks an internship with the Brown Firm to learn to assist clients with bookkeeping.

As a proficient multitasker, I am seeking a position with Trees Marketing to apply my extensive social media marketing knowledge while being exposed to all aspects of client marketing needs.



Summary o Personal profile

personale con
esperienza

spiega il carattere della persona e le sue qualifiche e competenze

An **experienced** and **conscientious** Manager with **excellent** organisational skills. Very **resourceful** when dealing with problem-solving. **Good** negotiation and teamworking skills.

Efficient and **organised** Team Secretary with a wealth of skills gained in a **variety** of organisations. Very **good** at working under **pressure** within a **hectic** environment with **changing** priorities.

A **patient, perceptive** and **thorough** research assistant, with a **specific** interest in education and development, especially as applied to adult learning, and **practical** experience of eliciting, collecting and **analysing** psychological data.

Skilled business analyst with a Ph.D. in Computer Science and **6+ years** of professional experience. Seeks to employ top-class managerial and analytical skills at ABC Inc. In previous roles, grew warehouse **profitability by 30%** for a Fortune 500 retail company. Also, conducted **in-depth business process** analyses that increased revenue by 23%.

**non
obbligatorio**



Work history

- lavori elencati in modo cronologico inverso
- durata lavoro (mese+anno)
- ruolo
- descrivere mansioni principali
- denominazione azienda, città, fatturato
- menzionare “achievements”= riportare i risultati raggiunti
- elencare mansioni collegate con la posizione in questione



Power words

Caratteristiche positive

able, ambitious, analytical, calm, communicative, competent

Azioni

checked, contributed, created, determined, executed, facilitated

Caratteristiche ricercate

reliable, punctual, trustworthy, friendly, willing to learn, enthusiastic

Vantaggi

improve, competitive advantage, appearance and marketability, organisation, information flow, staff performance, teamwork and relationships



Achievements

- Re-organized something to make it work better
- Identified a problem and solved it
- Come up with a new idea that improved things
- Developed or implemented new procedures or systems
- Worked on special projects
- Received awards
- Been complimented by your supervisor or co-workers
- Increased revenue or sales for the company
- Saved money for the company
- Saved time for the company
- Contributed to good customer service

Winner of the "Best Presentation" award at the annual student research conference for a presentation on the impact of social media on political polarization

Honored with a "Dean's List" distinction for maintaining a GPA of 3.5 or higher every semester of college

Published an article in the "Journal of Environmental Studies" on the impact of urbanization on local ecosystems

Volunteered weekly at a local animal shelter and received a "Volunteer of the Month" award for exceptional service.

fonte: <https://ecs.ihu.edu.gr/>



Modulo online

- medie/grandi aziende e Organizzazioni Intern.
- domande predisposte
- rigido nella compilazione
- compilare prima offline
- scrematura automatica
- screening per parole chiave

**Applicant
Tracking
Systems ATS**
in **oltre 50%**
delle grandi
aziende



CV europeo - Europass

- rigido nella struttura
- diffusione e conoscenza limitata
- per amministrazioni pubbliche
- azienda preferisce il formato “tradizionale”



<http://europass.cedefop.europa.eu>



Da tener presente

- non essere vago (aggiungere date, numeri)
- i risultati contano (voto, tesi, premio ..)
- definizione positiva per buchi nel CV (=periodo per migliorare se stessa/o)
- non considerare ATS
- secondo mercato indicare o non: stipendio, razza, religione, stato familiare, scuola elementare, data di nascita
- sigle e abbreviazioni
- firma anche nel CV



Errori frequenti

- traduzione letterale della domanda italiana
- errori di battitura e grammatica
- layout poco chiaro
- denominazione professionale sbagliata
- indicazione incompleta delle competenze
- nessun adattamento delle particolarità italiane
- controllo dopo 24 ore
- non ricontattare l'azienda dopo esito negativo

scelta tra inglese
britannico -
americano

UK
108 a 110 e Lode =
First class honours (1st)

1.3.2021 = 3.1.2021
(USA):
1 march 2021



Conclusione: applicare **A.I.D.A.**

- **A** = attirare l'**attenzione** tramite una presentazione
appariscente
- **I** = suscitare **interesse** per la persona
- **D** = far nascere il **desiderio** di conoscerla (telefonare)
- **A** = provocare l'**azione** “invito”



Risorse su Internet

www.milkround.com

www.monster.co.uk

www.prospects.ac.uk

www.cvtips.com

www.livecareer.co.uk

www.kent.ac.uk/careers/cv/cvexamples.htm

www.indeed.com/career-advice

<http://jobsearch.about.com>

risorse libere o con registrazione
modelli in download
CV builder a pagamento

ricerca su Internet con:
CV internship law / civil engineering
Curriculum in inglese esempio

www.cambiolavoro.com
www.cvlavoro.com



Prossimo appuntamento

Lo stage nel Regno Unito

Giovedì, 26 marzo 2024, ore 14.30-15.30

A cura di

BERND FAAS

Career Counsellor “Going Abroad” - Eurocultura



Good luck!

Bernd Faas



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