



DELIVERABLE No. 4.5

Online module “Employability course”

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Abstract	The course aims to allow students to develop relevant competences to pursue their professional career and to increase their employability and capacity for an entrepreneurial way of thinking. Specifically, the objective is to develop career development skills and self-knowledge and self-management skills useful to participate in the EDUC Internship scheme. The course has 3 modules: 1. Let’s know the labour market; 2. Get to know yourself: self-diagnosis/self-knowledge for job search, and 3. Get going: Job search methods.
Keywords	Online course; employability; internship scheme

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INTRODUCTION

The employability course has been designed in the framework of Task 4.4 and developed with the aim to:

- Allow students to develop relevant competences to pursue their professional career and to raise their employability and capacity for an entrepreneurial way of thinking.
- Specifically, to develop career development skills and self-knowledge and self-management skills useful to participate in EDUC Internship scheme.

The course has been developed on Moodle, and it will be made available to students during the year 2025. With a view to constantly improve and update the courses offered to EDUC Alliance students, the Employability Course will be evaluated by students. Depending on the feedback obtained from the participants, some changes may be introduced in view of possible future editions.

The course is divided in 3 modules with an estimated 6 hours of duration per module. There have been 7 itineraries designed: one for each country where internships would take place: Germany, Italy, Czech Republic, Hungary, France, Spain and Norway. Each itinerary consists of 3 modules, Module 1 and 3 are specific to the destination country and Module 2 is common for all itineraries. Upon registration, each student will choose a destination, and only that itinerary (Module 1 destination + Module 2 general + Module 3 destination) will be visible in order to complete it and obtain a certificate.

To validate the Employability course, the student must pass a final quiz for each one of the three modules with a minimum score of 50%. The quiz is composed of 10 questions with four alternatives, with only one correct option.

As the course has been developed on Moodle, which is not a public webpage, it is not possible to simply share a link to the course. For this reason, in this deliverable we provide a copy of the course structure and materials, as well as screenshots of the course, as they would not be publicly accessible outside the Moodle platform. For every resource in the course, we provide a link to view the resource (pdfs and other documents have been added to Teams to enable viewing. Each team has uploaded their videos to the Panopto server, with instructions to enable viewing. It has been each team's responsibility to make their own videos accessible to enable viewing.

Below is a general overview of all the modules, which are expanded in the following sections of this document.

- › 1. Get started: Let's know the labour market (Germany)
- › 1. Get started: Let's know the labour market (Italy)
- › 1. Get started: Let's know the labour market (Czech Republic)
- › 1. Get started: Let's know the labour market (Hungary)
- › 1. Get started: Let's know the labour market (France)
- › 1. Get started: Let's know the labour market (Spain)
- › 1. Get started: Let's know the labour market (Norway)
- › 2. Get to know yourself
- › 3. Get going: Job search methods (Germany)
- › 3. Get going: Job search methods (Italy)
- › 3. Get going: Job search methods (Czech Republic)
- › 3. Get going: Job search methods (Hungary)
- › 3. Get going: Job search methods (France)
- › 3. Get going: Job search methods (Spain)
- › 3. Get going: Job search methods (Norway)

1. MODULE 1. GET STARTED: LET'S KNOW THE LABOUR MARKET

Abstract: Important facets of the national labour market are examined in this module, including trends, employer demands for skills, and market structure. Students will be able to identify the different approaches of job searching and will obtain important insights into the nuances of the labour market through a combination of academic understandings and country-case studies, giving them the tools they need to compete in an increasingly competitive, international workforce. Moreover, importance of one's own attitude and behaviour towards job search is also emphasised.

Learning outcomes:

- analyse country-specific factors influencing the labour market.
- understand and interpret regulations for international internships and jobs in the different countries.
- identify the demands of the labour market, in the student's field of study.
- explore job search strategies.

The content of this module is specific for each country or region.

1.1. MODULE 1 (GERMANY)

▼ 1. Get started: Let's know the labour market (Germany)

No disponible hasta que se pertenezca al grupo **Germany** (si no, oculto)

0. Overview

1. Internships in Germany/ Brandenburg

2. How to look for internships in Germany

2.1 Information sheet: list of job websites

2.2 Worksheet: Reflecting on internship offers

2.3 Checklist: Plan your internship in Germany

Slides to download: How to look for internships in Germany

Ocultado a los estudiantes

3 How to match on the German labor market

3 How to match on the German labor market

Slides to download: How to match on the German labour market

Ocultado a los estudiantes

4 Task: Find your resources (Instructions)

4.1 Worksheet: Find your resources

5 Guidelines for a fair internship

5.1 Worksheet: Goal setting with SMART

5.2 Cheat sheet: Internship contract & reference letter

Slides to download: Guidelines for a fair internship

Ocultado a los estudiantes

6 Internship regulations in Germany

Module 1 Test (Germany)

Video: [0. Overview](#)

Video: [1. Internships in Germany/ Brandenburg](#)

Video: [2. How to look for internships in Germany](#)

PDF: [2.1. Information sheet: list of job websites.](#)

PDF: [2.2. Worksheet: Reflecting on internship offers](#)

PDF: [2.3. Checklist: Plan your internship in Germany](#)

Video: [3. How to match on the German labour market](#)

Video [4. Task: find your resources \(instructions\)](#)

PDF: [4.1. Worksheet: Find your resources](#)

Video [5. Guidelines for a fair internship](#)

PDF: [5.1. Worksheet: Goal setting with SMART](#)



PDF: [5.2 Cheat sheet: Internship contract & reference letter](#)



Video [6. Internship regulations in Germany](#)

1.2. MODULE 1 (ITALY)

▼ 1. Get started: Let's know the labour market (Italy)

🔒 No disponible hasta que: se pertenezca al grupo **Italy** (sí no, oculto)



1. Intro Labour Market - Anna Cotza



Intro Labour Market - Anna Cotza [slides]



2. Extracurricular internships - National guidelines - Silvia Murgia



Extracurricular internships - National guidelines - Silvia Murgia [slides]



3. The labour market in Italy - Matteo Tola



The labour market in Italy - Matteo Tola [slides]



4. Hard and soft skills - Anna Cotza



Hard and soft skills - Anna Cotza [slides]



5. Job Search - Silvia Murgia



Job search - Silvia Murgia [slides]



6. Job portals - Matteo Tola



Job portals - Matteo Tola [slides]



7. Networking e LinkedIn - Silvia Murgia



Networking e LinkedIn - Silvia Murgia [slides]



Module 1 Test (Italy)



Video: [1. Intro Labour Market – Anna Cotza](#)



PDF: [Intro Labour Market – Anna Cotza \[slides\]](#)



Video: [2. Extracurricular internships – National Guidelines – Silvia Murgia](#)



PDF: [Extracurricular internships – National Guidelines – Silvia Murgia \[slides\]](#)



Video: [3. The labour market in Italy – Matteo Tola](#)



PDF: [The labour market in Italy – Matteo Tola \[slides\]](#)



Video: [4. Hard and soft skills – Anna Cotza](#)



PDF: [Hard and soft skills – Anna Cotza \[slides\]](#)



Video: [5. Job Search – Silvia Murgia](#)



PDF: [Job Search – Silvia Murgia \[slides\]](#)



Video: [6. Job portals – Matteo Tola](#)



PDF: [Job portals – Matteo Tola \[slides\]](#)



Video: [7. Networking e LinkedIn – Silvia Murgia](#)



PDF: [Networking e LinkedIn – Silvia Murgia \[slides\]](#)

1.3. MODULE 1 (CZECH REPUBLIC)

1. Get started: Let's know the labour market (Czech Republic)

No disponible hasta que: se pertenezca al grupo **Czech Republic** (si no, oculto)

The Czech Republic



1. About the Czech Republic



2. Brief Overview



3. Czech Labour Market



4. Taxes, Social insurance and Health insurance

Useful contacts in Brno (CZ)



EURAXESS



Ministry of Interior (MOI)



VZP (General Insurance Company)



Brno Municipality



Ministry of Interior



Ministry of Foreign Affairs

Test



Module 1 Test (Czech Republic)



PDF: [1. About the Czech Republic](#)



PDF: [2. Brief Overview](#)



PDF: [3. Czech Labour Market](#)



PDF: [4. Taxes, Social insurance and Health insurance](#)



RESOURCE LINK: [EURAXXES](#)



RESOURCE LINK: [VZP \(General Insurance Company\)](#)



RESOURCE LINK: [Brno Municipality](#)



RESOURCE LINK: [Ministry of Interior](#)



RESOURCE LINK: [Ministry of Foreign Affairs](#)

1.4. MODULE 1 (HUNGARY)

▼ 1. Get started: Let's know the labour market (Hungary)

No disponible hasta que se pertenezca al grupo **Hungary** (si no, oculto)

Section 1: Introduction

1. Module Overview

Section 2: Explore the labour market

2.1. Labour market trends

Section 2: Explore the labour market_Intro and trends

Obtén más información

ILO's summary

Check for updates on the internet.

Compare your country to Hungary

2.2. Necessary skills & competences

Self-reflection - part 1

Self-reflection - part 2

2.3. Ideal job

Create your ideal workplace

2.4. Job search methods and strategies

Vote for the best job search techniques

Designing own job searching strategy

Read the following article about successful job searches.

Case study [Examples]

2.5. Closing

Section 3: Country specific regulations

3.1. Country specific regulations introduction

3.2. Why Labour Law

3.3. Sources of Labour Law

3.4. Specific Rules

3.5. Anti-Discrimination

Country Specific Regulations - Hungary

Module 1 Test (Hungary)

Section 1: Introduction



PDF: [1. Module Overview](#)

Section 2: Explore the Labour Market



Video: [2.1. Labour Market Trends](#)



RESOURCE LINK: [ILO's summary](#)



SURVEY: [Check for updates on the internet](#)



SURVEY: [Compare your country to Hungary](#)



Video: [2.2. Necessary skills and competences](#)



SURVEY: [Self-reflection part 1](#)



SURVEY: [Self-reflection part 2](#)



Video: [2.3. Ideal job](#)



SURVEY: [Create your ideal workplace](#)



Video: [2.4. Job search methods and strategies](#)



SURVEY: [Vote for the best job search techniques](#)



SURVEY: [Designing your own job searching strategy](#)



EXERCISE RESOURCE: [Case study \[Examples\]](#)



Video: [2.5. Closing](#)

Section 3: Country specific regulations



Video: [3.1. Country specific regulations introduction](#)



Video: [3.2. Why Labour Law](#)



Video: [3.3. Sources of Labour Law](#)



Video: [3.4. Specific Rules](#)



Video: [3.5. Anti-Discrimination](#)



PDF: [Country specific regulations - Hungary](#)

1.5. MODULE 1 (FRANCE)

▼ 1. Get started: Let's know the labour market (France)

🔒 No disponible hasta que: se pertenezca al grupo **France** (si no, ocultado)



1. Exploring the Job Market



2. National Regulations



Internship template and guidelines



Module 1 Test (France)

 INTERACTIVE CONTENT: [1. Exploring the Job Market](#)

 INTERACTIVE CONTENT: [2. National Regulations](#)

 PDF: [Internship templates and guidelines](#)

1.6. MODULE 1 (SPAIN)

✓ 1. Get started: Let's know the labour market (Spain)

 No disponible hasta que: se pertenezca al grupo **Spain** (si no, ocultado)

 1. Let's know the labour market presentation

 2. Let's know the Spanish labour market

 3. EDUC Talent Network within Erasmus+

ASSESSMENT

 Module 1 Test (Spain)

✓ Resources

 [INE](#)

 [IVE](#)

 [SEPE](#)

 [CES-CV](#)

 [Eurostat](#)

 [Occupational Observatory UJI](#)

 [Social Security \(Seguridad Social\)](#)

 Video: [1. Let's know the labour market presentation](#)

 PDF: [2. Let's know the Spanish labour market](#)

 PDF: [3. EDUC Talent Network within Erasmus+](#)

 RESOURCE LINK: [INE](#)

 RESOURCE LINK: [IVE](#)

 RESOURCE LINK: [SEPE](#)

 RESOURCE LINK: [CES-CV](#)

 RESOURCE LINK: [Eurostat](#)

 RESOURCE LINK: [Occupational Observatory UJI](#)

 RESOURCE LINK: [Social Security \(Seguridad Social\)](#)

1.7. MODULE 1 (NORWAY)

▼ 1. Get started: Let's know the labour market (Norway)

⚠ No disponible hasta que: se pertenezca al grupo **Norway** (si no, ocultado)

1. Presentation

 1.1. Presentation of Module 1

2. Right of residence

 2.2. Right of residence - EU-EEA-Swiss nationals

 Right of Residence - UE, EEA, Swiss nationals [slides]

 2.3. Residence permit - non-EU nationals

 Residence permit - non-EU nationals [slides]

3. Norwegian Labour Market

 3.1. Norwegian Labour Market - Needs and Trends

 Norwegian Labour Market -Needs and Trends [slides]

 3.2. Trend: The Green Industry

 Regulations for Employment part 3 [slides]

 4.4. Regulations concerning internships in Norway

5. Language in the workplace in Norway

 5.1. Language at work

 Language at Work [slides]

 Learning Norwegian

 Module 1 Test (Norway)

 3.2. Trend: The Green Industry

 Trend: The Green Industry [slides]

 3.3. The Green Industrial Initiative

 3.4. Needs and trends - Explore further

 Needs and Trends - Explore further [slides]

 3.5. In-demand jobs and websites for job search within ICT in Norway

4. Regulations for employment

 4.1. Regulations for employment - part 1

 Regulations for Employment - Part 1 [slides]

 4.2. Regulations for employment - part 2

 Regulations for Employment - Part 2 [slides]

 4.3. Regulations for employment - part 3

▼ Extra Resources

 Arbeidstilsynet - Know your Rights

 Identifications numbers in Norway

 Right of residence for EU/EEA and Swiss nationals

 Application for a residence card

 Taxes in Norway

 Social Security

 Regulated Professions

 Authorisation and License for Health Personnel

 Education from outside of Norway

1. Presentation



Video: [1.1. Presentation of Module 1](#)

2. Right of residence



Video: [2.2. Right of residence – EU-EEA-Swiss nationals](#)



Video: [2.3. Residence permit – non-EU nationals](#)

3. Norwegian Labour Market



Video: [3.1. Norwegian Labour Market – Needs and Trends](#)



Video: [3.2. Trend: The Green Industry](#)



PDF: [3.3. The Green Industrial Initiative](#)



Video: [3.4. Needs and trends: Explore further](#)



PDF: [3.5. In-demand jobs and websites for job search within ICT in Norway](#)

4. Regulations for employment



Video: [4.1. Regulations for employment – part 1](#)



Video: [4.2. Regulations for employment – part 2](#)



Video: [4.3. Regulations for employment – part 3](#)



PDF: [4.4. Regulations concerning internships in Norway](#)

5. Language in the workplace in Norway



Video: [5.1. Language at work](#)



RESOURCE LINK: [Learning Norwegian](#)

Resources



RESOURCE LINK: [Service Centre for Foreign Workers](#)



RESOURCE LINK: [Arbeidstilsynet - Know your Rights](#)



RESOURCE LINK: [Identifications numbers in Norway](#)



RESOURCE LINK: [Right of residence for EU/EEA and Swiss nationals](#)



RESOURCE LINK: [Application for a residence card](#)



RESOURCE LINK: [Taxes in Norway](#)



RESOURCE LINK: [Social Security](#)



RESOURCE LINK: [Regulated Professions](#)



RESOURCE LINK: [Authorisation and License for Health Personnel](#)



RESOURCE LINK: [Education from outside of Norway](#)

2. MODULE 2. GET TO KNOW YOURSELF

Abstract: The person's reflection and awareness of their strengths, weaknesses, values, beliefs, goals, motivation and the willingness and ability to change behaviours, feelings and thoughts in response to environmental demands. Includes the terms self-efficacy, self-confidence and self-esteem.

Learning outcomes:

- Identify one's personal strengths and weaknesses (Values, Skills, Knowledge, Experience and Context factors);
- identify the training needs in the field of study and professional environment, in accordance with the demands of the labour market (module 1);
- identify short, medium and long-term professional goals and the strategies to achieve them.

The content of this module is common for every country.

▼ 2. Get to know yourself ✎

 No disponible hasta que: se pertenezca al agrupamiento **Internships** (si no, ocultado)



HERRAMIENTA EXTERNA

1. Self-assessment ✎



RECURSO

2. Self-assessment for job search ✎



RECURSO

2.a. Student self-perceived employability worksheet ✎



RECURSO

2.b. Job Search Self-efficacy worksheet ✎



RECURSO

2.c. Self-knowledge worksheet ✎

ASSESSMENT



CUESTIONARIO

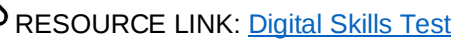
Module 2 Test ✎



Video: [1. Self-assessment](#)



PDF: [2. Self-assessment for job search](#)



Abstract: Enhancing participants' confidence and competence in pursuing career opportunities in diverse European settings, this module covers essential topics like job seeking methods, CV and cover letter crafting, interview strategies, and using social media for job searches.

- recognise the different approaches for finding a job and the process as a whole, taking both the personal competencies and professional goals into account (modules 1 and 2).
- compose CVs and cover letters that are industry compliant, professional, and customised while emphasising accomplishments, experiences, and pertinent talents.
- learn the abilities required to handle different types of interviews, such as online and in-person ones.
- recognise the impact of social media on the employment hunt and learn job-search, networking, and personal branding tools like LinkedIn.

3.1. MODULE 3 (GERMANY)

15



Video: [1. Overview: Module 3](#)



Video: [2. How to write a Cover Letter](#)



Extra quiz: [2.1. Quiz: Dos and Don'ts of writing a Cover Letter](#)



Video: [3. How to write a CV](#)



Video: [4. Rock your job interview](#)



Video: [5. Creating your narrative](#)



PDF: [5.1. Worksheet: Find your plot](#)

3.2. MODULE 3 (ITALY)

▼ 3. Get going: Job search methods (Italy)

No disponible hasta que se pertenezca al grupo **Italy** (si no, ocultado)



1. Introduction - Matteo Tola



Introduction - Matteo Tola [slides]



2. The Resume and the Cover Letter - Anna Cotza



The Resume and the Cover Letter - Anna Cotza [slides]



3. The job interview - Silvia Murgia



The job interview - Silvia Murgia [slides]



4. Social network & Job Search - Matteo Tola



Social network & Job Search - Matteo Tola [slides]



Module 3 Test (Italy)



Video: [1. Introduction – Matteo Tola](#)



PDF: [Introduction – Matteo Tola \[slides\]](#)



Video: [2. The Resume and the Cover Letter – Anna Cotza](#)



PDF: [The Resume and the Cover Letter – Anna Cotza \[slides\]](#)



Video: [3. The job interview – Silvia Murgia](#)



PDF: [The job interview – Silvia Murgia \[slides\]](#)



Video: [4. Social network & Job Search – Matteo Tola](#)



PDF: [Social network & Job Search – Matteo Tola \[slides\]](#)

3.3. MODULE 3 (CZECH REPUBLIC)

3. Get going: Job search methods (Czech Republic)

No disponible hasta que se pertenezca al grupo Czech Republic (si no, ocúltalo)

Getting Ready



CV



Cover letter



Job interview

Take Care - Well-Being at Work



Wellbeing

Job Check-in MUNI



Job Check-in MUNI

Job Portals in the Czech Republic



Jobs.cz



Profesia.cz

Job Portals in the Czech Republic



Jobs.cz



Profesia.cz



COCUMA



Welcome to the Jungle



Researchjobs



Prace.cz



Start-up Jobs

Test



Module 3 Test (Czech Republic)

This test consists of 10 multiple-choice questions and must be completed within 20 minutes.

Please note: there are only two attempts allowed. Do your best and good luck!

Getting ready



Video: [Crafting your CV](#)



Video: [Writing your Cover Letter](#)



Video: [Preparing for a Job Interview](#)

Take care – Well-being at Work



Video: [Wellbeing at Work](#)

Job Check-in MUNI

 RESOURCE LINK: [Job Check-in MUNI](#)

Job Portals in the Czech Republic

 RESOURCE LINK: [Jobs.cz](#)

 RESOURCE LINK: [Profesia.cz](#)

 RESOURCE LINK: [COCUMA](#)

 RESOURCE LINK: [Welcome to the Jungle](#)

 RESOURCE LINK: [Researchjobs](#)

 RESOURCE LINK: [Prace.cz](#)

 RESOURCE LINK: [Start-up Jobs](#)

3.4. MODULE 3 (HUNGARY)

▼ 3. Get going: Job search methods (Hungary)

 No disponible hasta que se pertenezca al grupo **Hungary** (si no, ocultado)

1. Introduction

 1.1. Introduction

2. CV and cover letter

 2.1. Crafting effective CVs and cover letters - Video No1

 Find as many mistakes in this incorrect CV and Cover letter as you can

 2.2. Crafting effective CVs and cover letters - Video No2

 Crafting effective CVs and cover letters [slides]

 Create your CV

 2.3. Crafting effective CVs and cover letters - Video No3

 2.4. Crafting effective CVs and cover letters - Video No4

3. Interviews

 3.1. Interviews Video No1

 Interviews [slides]

 Do a mock interview

 Non-verbal communication at a job interview

 Assessment Centre

 3.2. Interviews - Video No2

 3.3. Interviews - Video No3

 3.4. Interviews - Video No4

 Prepare your answers to the questions from the presentation

4. Social media and job search	
 4.1. Social media and job search - Video No1	 4.3. Social media and job search - Video No3
 Social media and job search [slides]	 How to Craft the Perfect LinkedIn Profile in 2024: 21 Easy Steps
 Create your LinkedIn profile	 4.3. Social media and job search - Video No4
 How to Create a Striking LinkedIn Profile: Guide + Tips	 From Beginner to All-Star in 9 easy steps
 4.2. Social media and job search - Video No2	 How To Create a Professional LinkedIn Profile in 2024
 20 steps to a better LinkedIn profile in 2024	 Module 3 Test (Hungary)

1. Introduction



Video: [1.1. Introduction](#)

2. CV and cover letter



Video: [2.1. Crafting effective CVs and cover letters – Video no 1](#)



EXERCISE RESOURCE: [Find as many mistakes in this incorrect CV and cover letter as you can](#)



Video: [2.2. Crafting effective CVs and cover letters – Video no 2](#)



PDF: [Crafting effective CVs and cover letters \[slides\]](#)



SURVEY: Create your CV

Employability course / Create your CV



Create your CV

Encuesta Configuración Plantillas Análisis Respuestas Más ▾

Marcar como hecha

Prepares your CV with paying attention to the details of the teaching videos.



Video: [2.3. Crafting effective CVs and cover letters – Video no 3](#)



Video: [2.4. Crafting effective CVs and cover letters – Video no 4](#)

3. Interviews



Video: [3.1. Interviews – Video no 1](#)



PDF: [Interviews \[slides\]](#)



SURVEY: Do a mock interview

Employability course / Do a mock interview



Do a mock interview

Encuesta Configuración Plantillas Análisis Respuestas Más ▾

Marcar como hecha

Find a friend, a mentor or a coach and play a mock interview but take it seriously.

Record it for yourself and after the conversation watch the video and reflect on it.

What should you improve? What are your strenghts and weaknesses?

Try again to see the development.



RESOURCE LINK: [Non-verbal communication at a job interview](#)



RESOURCE LINK: [Assessment Centre](#)



Video: [3.2. Interveiws – Video no 2](#)



Video: [3.3. Interveiws – Video no 3](#)



Video: [3.4. Interveiws – Video no 4](#)



SURVEY: Prepare your answers to the questions from the presentation



Prepare your answers to the questions from the presentation

Encuesta Configuración Plantillas Análisis Respuestas Más ▾

Marcar como hecha

Prepare your answers to the questions from the presentation.

Collect feedback from your friends or workmates to have a better self-awareness and reflect on that.

4. Social media and job search



Video: [4.1. Social media and job search – Video no 1](#)



PDF: [Social media and job search \[slides\]](#)



SURVEY: Create your LinkedIn profile

Employability course / Create your LinkedIn profile



Create your LinkedIn profile

Encuesta Configuración Plantillas Análisis Respuestas Más ▾

Marcar como hecha

Prepare your LinkedIn profile and fill in as much sections as you can. Ask for at least one recommendation and endorse someone you know. Make contacts on LinkedIn with friends, teachers, workmates etc.



RESOURCE LINK: [How to create a LinkedIn profile: Guide + Tips](#)



Video: [4.2. Social media and job search – Video no 2](#)

 RESOURCE LINK: [20 steps to a better LinkedIn profile in 2024](#)

 Video: [4.3. Social media and job search – Video no 3](#)

 RESOURCE LINK: [How to Craft the Perfect LinkedIn profile in 2024: 21 Easy Steps](#)

 Video: [4.3. Social media and job search – Video no 4](#)

 RESOURCE LINK: [From Beginner to All-Star in 9 easy steps](#)

 RESOURCE LINK: [How to Create a Professional LinkedIn Profile in 2024](#)

3.5. MODULE 3 (FRANCE)

3. Get going: Job search methods (France)

Non disponible dans ce module en français (il n'est pas traduit)

By the end of this chapter, you will be able to:

- Understand the different elements involved in a job search
- Define the job, so that you know what you're looking for
- Know where to look for information

I. INTRODUCTION TO JOB HUNTING

Whether you are looking for an internship or a job, take the time to think about a few key points before you go ahead!

II. JOB SEARCH METHODS

III. PREPARING YOUR APPLICATION TOOLS (CV)

IV. PREPARING YOUR APPLICATION TOOLS (covering letter)

V. PREPARING YOUR APPLICATION TOOLS (interview)

Additional resources

Here you'll find tools to help you put the content covered in this course into practice!

Additional resources

Here you'll find tools to help you put the content covered in this course into practice!

1. Few tools to help you summarise what you've learned and prepare the next steps in your search for a company:
 - DOC 1, Summary of knowledge and competences
2. A few additional tools to help you create your CV:
 - DOC 2, CV step by step
3. A few additional tools to help you to write your covering letter:
 - DOC 3, Practical exercise - application info
 - DOC 4, What does my motivation letter look like?
 - DOC 5, Cover letter step by step
4. A few additional tools to help you to prepare your interview:
 - DOC 6, Pitch your presentation
 - Test your understanding of this section

 INTERACTIVE CONTENT: [I. Introduction to job Hunting](#)

 INTERACTIVE CONTENT: [II. Job search methods](#)

 INTERACTIVE CONTENT: [III. Preparing your application tools \(CV\)](#)

 INTERACTIVE CONTENT: [IV. Preparing your application tools \(cover letter\)](#)

 INTERACTIVE CONTENT: [V. Preparing your application tools \(interview\)](#)

Additional resources

A few tools to help you summarise what you've learned and prepare the next steps in your search for a company

 PDF: [Summary of knowledge and competences](#)

A few additional tools to help you create your CV

 PDF: [CV step by step](#)

A few additional tools to help you write your cover letter



PDF: [Practical exercise – application info](#)



PDF: [What does my motivation letter look like?](#)



PDF: [Cover letter step by step](#)

A few additional tools to help you prepare your interview



PDF: [Pitch your presentation](#)

3.6. MODULE 3 (SPAIN)

3. Get going: Job search methods (Spain)

No disponible hasta que se pertenezca al grupo Spain (si no, ocultado)



0. Initial preparation



a. The Company Essential Information [Worksheet]



b. The Ideal Candidate [Worksheet]



1. Social Capital and Networking



2. Social networks for job search



3. Quality Job Search



3.1. Job search strategies



4. New Trends in CVs



4.1. Crafting your CV



5. Cover Letter



6. Job Interviews



6.1. Interview preparation

ASSESSMENT



Module 3 Test (Spain)

This test consists of 10 multiple-choice questions and must be completed within 20 minutes.

Please note: there are only two attempts allowed. Do your best and good luck!

Prepare for your interview resources



Interview Warmup



Interview Buddy



Big Interview



Pramp



interviewing.io

Create your CV resources



AI for CV and Cover Letter



CV Editor



Europass CV



CV template



Illustrated CV Template



Interactive CV Template



Interactive CV Example generator

Cover Letter resources



Letter of response to a job advertisement



Letter of spontaneous application



Presentation message - first contact

Extra resources



Extra Job Search with AI



Labora



Employment agencies



Public sector job resources



Online job portals



Europass



Europass



Signposting integration



Technical and Good Practice Guide on Recruitment and Selection of personnel



PDF: [0. Initial preparation](#)



EXERCISE RESOURCE: [a. The Company Essential Information \[Worksheet\]](#)



EXERCISE RESOURCE: [b. The Ideal Candidate \[Worksheet\]](#)



Video: [1. Social Capital and Networking](#)



Video: [2. Social networks for job search](#)



Video: [3. Quality Job Search](#)



PDF: [3.1. Job search strategies](#)



Video: [4. New Trends in CVs](#)



PDF: [4.1. Crafting your CV](#)



PDF: [5. Cover Letter](#)



Video: [6. Job interviews](#)



PDF: [6.1. Interview preparation](#)

Prepare for your interview resources



RESOURCE LINK: [Interview Warmup](#)



RESOURCE LINK: [Interview Buddy](#)



RESOURCE LINK: [Big interview](#)



RESOURCE LINK: [Pramp](#)



RESOURCE LINK: [Interviewing.io](#)



RESOURCE LINK: [My interview simulator](#)



RESOURCE LINK: [Hirevue](#)

Create your CV resources



RESOURCE LINK: [AI for CV and Cover Letter](#)



RESOURCE LINK: [CV editor](#)



RESOURCE LINK: [Europass CV](#)



TEMPLATE RESOURCE: [CV template](#)



TEMPLATE RESOURCE: [Illustrated CV template](#)



TEMPLATE RESOURCE: [Interactive CV template](#)



TEMPLATE RESOURCE: [Interactive CV example-preview](#)

Cover Letter resources



PDF: [Letter of response to a job advertisement](#)



PDF: [Letter of spontaneous application](#)



PDF: [Presentation message – first contact](#)

Extra resources



PDF: [Extra: Job Search with AI](#)



RESOURCE LINK: [Labora](#)



RESOURCE LINK: [Employment agencies](#)



RESOURCE LINK: [Public sector job vacancies](#)



RESOURCE LINK: [Online job portals](#)



RESOURCE LINK: [Europages](#)



RESOURCE LINK: [Kompass](#)



RESOURCE LINK: [Exporting enterprises](#)



RESOURCE LINK: [Technical and Good Practice Guide on Recruitment and Selection of personnel](#)

3.7. MODULE 3 (NORWAY)

3. Get going: Job search methods (Norway)

No disponible hasta que se pertenezca al grupo **Norway** (si no, oculto)



1. Presentation Module 3



2. Your presentation



Your presentation [slides]



3. Your job search



Your job search [slides]



4. The selection process



The selection process [slides]



5. The interview



The interview [slides]



Module 3 Test (Norway)

Resources



[Job Search Portal - Finn.no](#)



[Job Portal for Graduates](#)



[Portal for Internships](#)



[Guide to Employers](#)



Video: [1. Presentation Module 3](#)



Video: [2. Your presentation](#)



Video: [3. Your Job search](#)



Video: [4. The selection process](#)



Video: [5. The interview](#)

Resources

-  RESOURCE LINK: [Job Search Portal - Finn.no](#)
-  RESOURCE LINK: [Job Portal for Graduates](#)
-  RESOURCE LINK: [Portal for Internships](#)
-  RESOURCE LINK: [Guide to Employers](#)