

Companies and Institutions,

which were involved in the Erasmus+ project for international career orientation:

Germany	France
<p>Firma Focke & Co Maschinenbau GmbH & Co KG Siemensstraße 10 27283 Verden +49 4231 8910</p> <p>CTS Eventim Contrescarpe 75A, 28195 Bremen +49 180 6570070</p> <p>Hydro Aluminium Uphuser Heerstraße 7 28832 Achim +49 4202 570</p> <p>Firma Spatz & Heitmüller, Straubinger Straße 13 28219 Bremen +49 421 396090</p> <p>Steuerberater Klein & Partner mbB Rosa-Luxemburg-Straße 28876 Oyten +49 4207 69900</p>	<p>Bouygues Telecom avenue du Maréchal Juin 92190 Meudon</p> <p>Ecole primaire Saint Joseph 26, rue Goddefroy 92800 Puteaux</p> <p>Webedia 2 rue Paul Vaillant Couturier 92300 Levallois-Perret</p> <p>Boutique de cadeaux "A tout hasard" 17, rue Guersant 75017 Paris</p> <p>Cabinet d'avocat Julie Lepage 123, rue de l'Université 75007 Paris</p> <p>Docteur SABAN 41, rue Aristide Briand 92300 Levallois-Perret</p> <p>Société Générale RISQ/RMA 92987 Paris La Défense 7 Cedex</p>




Maxi Muster
Nationality: German
📞 (+49) 132453990
Date of birth: 01/01/2002
Gender: Do not indicate
✉ Email address: maximuster@tut.by
📍 Address: Hauptstraße 1, 10115 Berlin (Germany)

EDUCATION AND TRAINING
Elementary school graduation
Elementary school **Muster** (01/09/2009 – 01/09/2013)
Address: 10115 Berlin (Germany)
1/0th grade student
Muster High school (01/09/2013 – 25/01/2019)
Address: 10115 Berlin (Germany)
Student exchange / stay abroad
Lyon Mounzeu (25/11/2018 – 01/11/2018)
Address: Paris (France)
Probably high school graduation with good results
Muster High school (01/09/2022 – 01/09/2022)
Address: 10115 Berlin (Germany)

LANGUAGE SKILLS
Mother tongue(s):
German
English
French

LISTENING: B2 READING: B2 WRITING: B2 LISTENING: B1 READING: A2 WRITING: B1
SPOKEN INTERACTION: B1 SPOKEN INTERACTION: B1 SPOKEN PRODUCTION: A2 SPOKEN INTERACTION: A2

DIGITAL SKILLS
Microsoft Word / Power Point / Microsoft Excel / Google Docs / Social Media / Skype / Google Drive / Outlook / Zoom

ORGANISATIONAL SKILLS
Organisational skills
Working in groups and taking responsibility for oneself (technical captain)

COMMUNICATION AND INTERPERSONAL SKILLS
Communication and interpersonal skills
Respectful handling even in tense situations (technical)

HOBBIES AND INTERESTS
Hobbies and interests
Inventor in politics, traveling, football, technology

Isa Europa

28 place d'Europe
75000 Paris
+ 33 6 12345678
leuropa@eu.org

Paris, 17th February 2020

Olbers-Planetarium
Werderstraße 73
28199 Bremen

Application for a seven-day internship

Dear Madam, Dear Sir,

My name is Elisa Vanadia, and I am currently a student at the lycée Notre Dame de Sainte Croix in Neuilly. I am 15 years old, and my hobbies are astronomy, ballet and guitar. I am also team chief at the girl scouts. I am curious, sociable and reliable.

I have been learning German for five years. From the beginning I have appreciated this language very much and I am really motivated to practice it in Germany too. Learning German has enabled me to open myself to a new culture, which interests me a lot. I really want to get to know it better. Last year, I took the Sprachdiplom exam and passed the B1 level in oral comprehension, reading comprehension, oral and written expression.

It is for all these reasons that as soon as I heard about the Erasmus+ project, I was convinced that it could bring me cultural, language, professional and social benefits allowing me a lot of new options. Thanks to Erasmus+, I could get a first experience in Germany last year during which I spent two days in the company Focke and Co. This year, I will have the chance of a seven-day internship in this country, and I am eager to learn from this opportunity to improve my German as much as possible and to get a first glimpse of the professional world.

Furthermore, I think that doing my internship in your planetarium would be most rewarding for me. Indeed, I have had the passion for astronomy for several years. I am a member of the French Society of Astronomy, thanks to which I regularly attend conferences and classes and I participate in observations. I learn about this subject when I have some spare time, by reading books, news (in particular the French scientific journal *Science et Vie*) or even watching scientific programs (in particular the *Cosmos* program).

These are my reasons for applying for an observation internship of seven days in your company. I think indeed that it would be very exciting and rewarding for me.

Yours sincerely,

Isa Europa

JOB INTERVIEW – possible questions

I. Personal questions

1. Summarise your CV highlighting the important steps.
2. Give important information about yourself.
3. What do you consider to be your most significant experience?
4. Tell us about your successes!
5. What qualities / faults do you have according to your parents? / Name your three strong and three weak points!
6. How do you react to stress?
7. What would you change in your life if you could?
8. What do you read to relax / to educate yourself?
9. Where do you see yourself in 5 years? / in 10 years?
10. What do you do in your free time?

II. Questions related to the company

1. What do you know about our company ?
2. Why did you apply to us?
3. Why should we recruit you? Give us (three) reasons!
4. Do you have any questions for us?

III. PLEASE NOTE

The jury will be sensitive to :

- your punctuality
- your personal reflection
- your ability to express yourself
- your posture

Language support in preparation for a job interview or an internship (BE)

1. What is important to me in a profession	2. What to ask a careers advisor
<p>I would like to</p> <ul style="list-style-type: none"> - do something creative - work in an international company/firm - have/find good working conditions - do something useful <p>For me it is important</p> <ul style="list-style-type: none"> - to do something useful (for society) - to be socially engaged - ... <p>I would like to</p> <ul style="list-style-type: none"> - to be flexible - to do/find a motivating job - earn enough money - to have responsibility / be in charge of sth - to be able to travel - to help people 	<ul style="list-style-type: none"> - Do you have to study for this profession? - How long does it take to study for this profession? - What are the advantages and disadvantages of this profession? - What degree do I need to be able to practise this profession? - Do I have a good chance of being employed? - What qualities are necessary / important for this profession?
3. Questions from a careers advisor	4. Interests and strengths
<ul style="list-style-type: none"> - Do you already have an idea of what (you want) to do later/after school? - Is there a profession that (especially) interests you? - What is your main motivation? - What are your areas of interest? - What qualities do you have? - What are your strengths? - What personal experience do you already have? 	<ul style="list-style-type: none"> - I like to do research. - I like to design new things. - I like computer sciences / programming. - I like creative things. - I like sports. - I like playing an instrument / I like playing the piano. - I like working in a team. - I am interested in nature / art / ... - I am good at communication / languages / maths / natural sciences / organising ... - I am good at giving presentations in front of an audience. - I can speak several languages.
5. Reasons for doing the baccalaureate	6. How to express uncertainty about (one's) choice of career/occupation
<ul style="list-style-type: none"> - I want to do the Abitur/A levels in order to get a good apprenticeship later / so that I can go to university. 	<ul style="list-style-type: none"> - I don't know yet what I want to do later. - I don't have an idea yet ... - There are so many things I am interested in.

7. Personal qualities	8. How to talk about an internship
<p>I am...</p> <ul style="list-style-type: none"> - patient - polite - dedicated - helpful - sporty - honest - courageous - determined - reasonable - responsible - punctual - ambitious - curious - tolerant - tidy - competent - reserved - open / open-minded - attentive - energetic <ul style="list-style-type: none"> - I like taking on responsibility. - I am self-confident. - I like making decisions. - I like analysing problems. - I am used to working hard. - I am good at listening to others. - I have a good sense of humour. 	<ul style="list-style-type: none"> - I have already worked at a baker's / in a shop - I have done/did an internship in a bank / in a company - It was very good to get a first idea about my future profession. - It helped me to make/to come to a decision / to see more clearly / to see how it works in the working world. - It helps to gather contacts/experience and get information.
9. Ideas for the future	10. After A-levels, Baccalaureate, Final exams
<ul style="list-style-type: none"> - I would like to do a job that I like. - I would like to earn a lot of money. - I would like to be independent. - I would like to be able to combine family life and job. - I would like to live happily / stay healthy. 	<p>I would like to go abroad</p> <ul style="list-style-type: none"> - to become more independent - to become more mature - to improve my English / French... - to gain new experiences - to start a vocational training immediately
11. Career aspirations	
<ul style="list-style-type: none"> - I would like to become an engineer. - I would like to work as an engineer. - I want to be an engineer. - My dream job is ... - I am very interested in this field / this area. - I am good at maths. - I love animals. - I would like to do something with ... 	

Name, address and email of School

Name of Company ...

Date

Company internship agreement 2020

Dear Madam, dear Sir,

In Year _____, the Gymnasium _____ conducts a company internship that is compulsory for all pupils. This year it will take place from March 16, 2020 to April 27, 2020.

Thank you that _____ (name of pupil) can complete this internship with you. It will enable our pupils to get their first practical insight into professional life.

Since the Youth Protection Act <https://www.protection-of-minors.eu/> regulates the working hours and employment opportunities of young people, may I ask you to consider the age of the pupil when planning the internship.

Could you please confirm the pupil's internship with your data below and send it to us via email. Thank you. If you have any questions, I am at your disposal via the above contact details.

Sincerely yours

NN, Vocational Orientation Coordinator

We hereby confirm that the pupil _____ can complete an internship from 21 March to 01 April 2022. The working hours are from _____ to _____ o'clock. The provisions of the Youth Labor Protection Act apply (see school leaflet). The support is provided by Mr / Ms _____, Tel. _____.

Date, signature

Important information for the school:

Company stamp

Observation tips for interns

Name:

Date:

Questions about the company:

1. Which company did you do your internship at / which profession did you get some insight into?
2. Was there a special dress code? Which one?
 - No
 - Yes, _____
3. Are there fixed working hours? Which ones?
 - No
 - Yes, _____
4. How many people are employed with the company?
5. Which different departments are there in the company and what is their job?
6. Which education/training do you need for the job you have gained insight into?
7. Does the company have branches in other countries? Where?

Your own impression of the company:

8. How did you perceive the atmosphere in the company? And why?
- excellent
 - good
 - alright
 - bad
- _____

9. Did you feel comfortable? Where were the difficulties? Please explain.

10. What did you learn?

11. Can you imagine working in this company? Give reasons.

Feedback by the company

Name of the intern:

Name of person in charge of the intern:

	++	+	0	-	--
<u>The intern's appearance:</u>					
Overall behaviour					
Respectful					
Polite					
Communicative					
Helpful					
Cooperative					
Others:					
Suggestions:					
<u>The intern's attitude towards work:</u>					
Productive					
Efficient					
Well-prepared					
Interested/ motivated					
punctual					
Advice:					
Recommendation and comment for the intern:					

Date:

Signature:

Company (stamp)

Host parents' feedback to the student

Name of student:

Name of parents:

	++	+	0	-	--
Was the student interested/openminded?					
Was he/she open towards family habits?					
Was he/she able to progress?					
Was he/she polite/respectful?					
Was he/she willing to help?					
Was the communication easy?					
Did he/she understand the questions and was able to answer?					
Was he/she dressed appropriately?					

Comment:

Date:

Signature:

Erasmus+ internship report 19-27 Nov 2019

My name is NN and I had the unique opportunity to participate in an Erasmus+ project, whose aim is an early introduction to professional life on an international level. Thus, this project prepares us for an internship abroad strengthening our linguistic, social and intercultural skills. After two days of job shadowing with the mother of my French partner in March 2019, I had the opportunity to do a proper internship in Paris, at the telecommunications company called Bouygues Telecom.

So I had seven days to get a picture and get a glimpse of working life, which I will try to illustrate in the following.

My day in the company began shortly after 9 o'clock, but in order to get there first I had to change trains 3 times using public transport for about 45 minutes. When you're there, you unpack in a relaxed atmosphere, look for a workplace in your department, you can choose, there are monitors everywhere, LAN-cables and electricity so you can work anywhere and quickly change places with your notebook. In my seven days I have often talked to nice employees and was able to observe extensively what they actually do. For example, my department is in charge of the antennas responsible for radio reception. Each employee takes care of 2-3 cities where optic fiber cables are laid and have to be managed, monitored and supported in this process. If the fiber optic cables lie in the ground, only antennas need to be set up and then both are connected.

I have been to various different kinds of meetings several times, such as the one that evaluates achievements of the past month providing an outlook on which challenges have to be met in the near future.

I ate lunch almost exclusively in the refectory, where staff can eat very good food at a reasonable price. In the afternoon I talked to staff, whose working environment is rather relaxed, because there are open-plan offices, which have a lot of unused space. Twice I was present at a so-called "Recruitment", which means three people from an external company come to an interview, two who apply and one companion of the company, and undergo a job interview for the post of a project manager. My workday ended at about 6 pm, so I felt quite exhausted. It was particularly difficult for me to understand what was spoken because of all the technical terms in French, especially for a full eight hours. Fortunately, I was allowed to ask questions in English, which of course made it a lot easier supporting one of the goals of our Erasmus+ project, which is to use all the three languages: German, French and English.

In general, I can say that the Erasmus + project has offered an excellent opportunity to improve my skills and to get an insight into working life enriched by the challenge of three languages. Personally, I learned a lot about telecommunication and working life and it was an extremely rewarding experience.