

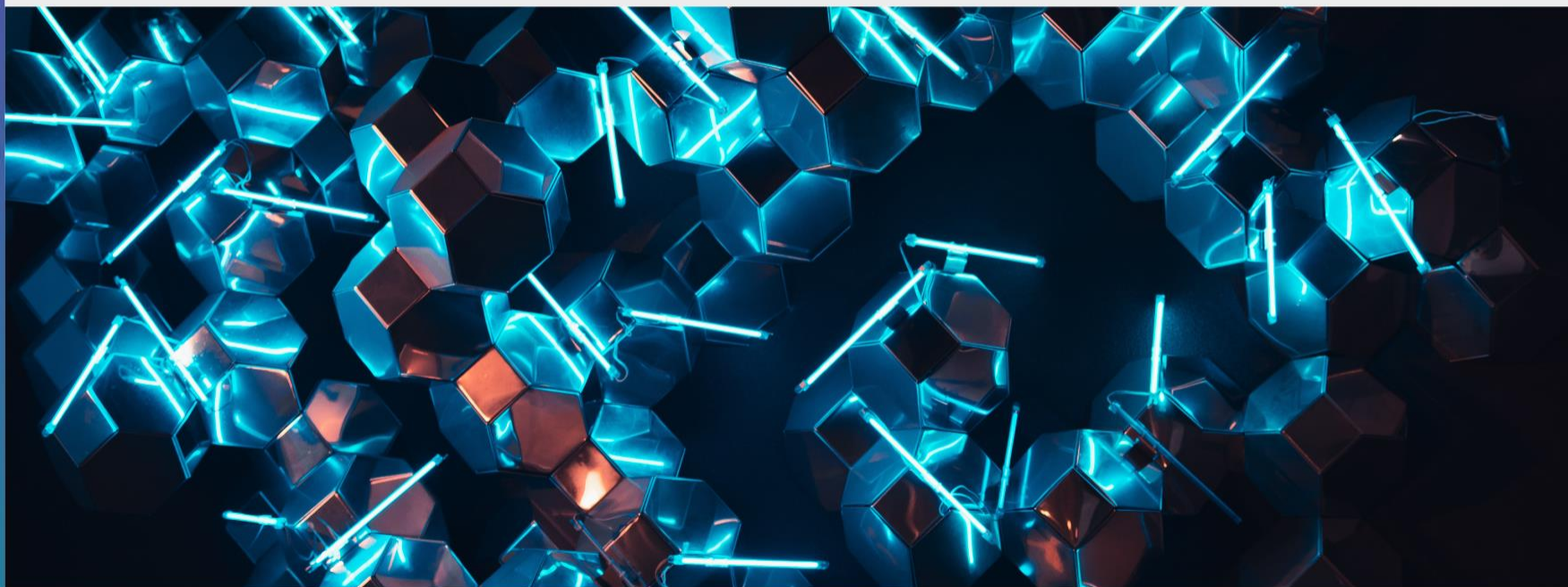


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Erasmus+

A-Z TRAINEESHIP INFORMATION



21 March – 28 April 2023



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Erasmus+

HOW TO FIND TRAINEESHIP PLACE ABROAD?



31 March | 12:30–13:30 | KTU Library (M10 Amphitheatre)

THINKING ABOUT TRAINEESHIP...



Practical Skills?



Recognition?



Visiting new places?

Language?



Money?



International Network?

Erasmus+

Traineeship

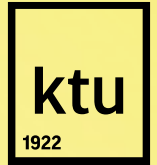
- ☒ Practical skills
- ☒ International Network
- ☒ Visit many countries
- ☒ Recognition
- ☒ Language
- ☒ Money



Erasmus+

Online Linguistic Support

Erasmus+ is...



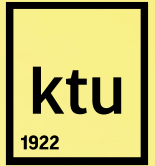
Studies + Traineeship = 12 months/study cycle

4 Selections for Erasmus+ traineeship:

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

Students have to find a traineeship place by themselves!

How to organize the process:



HOW TO FIND TRAINEESHIP PLACE?

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

STEP 2. Search for traineeship offers at (companies/ universities/ organisations)

STEP 3. Make a wish list of traineeship places (companies/ universities/ organisations)

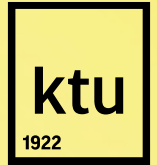
STEP 4. Prepare your CV (e.g. follow *Europass CV* guidelines) & **Motivation letter/ cover letter** (check it twice!)

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

STEP 6. Wait for the positive response or invitation to the interview

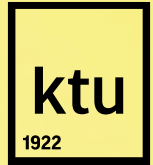
STEP 7. Positive reply? Apply for ERASMUS+ grant!

STEP 1. Decide when to go for Erasmus+ traineeship



- **Mandatory**
- **Voluntary** (only when you do not have lectures at KTU (during summer/ thesis semester))
- **Recent graduate** (12 months after graduation from KTU)

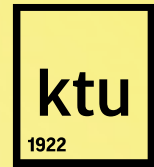
STEP 2. Search for Traineeship Offers



- Teachers/ Friends/ Family
- [KTU Erasmus partner institutions](#)

The screenshot shows the website <https://en.ktu.edu/erasmus/>. The navigation menu includes: admissions, students, alumni, business, for employees, university, research, institutes, studies, faculties, library, and contact. The main content area features several tiles: 'Exchange studies abroad' (circled in red), 'Traineeship abroad', 'Erasmus+ Program', 'Financial Support for Special Needs', and 'Student's Testimonials'.

STEP 2. Search for Traineeship Offers



• [KTU Office 365](#)

Exchange

- Information on Exchange studies and Internship Opportunities outside Lithuania
- Selections for Exchange Studies and "Erasmus+" Traineeship
- Documents for Exchange Studies
- Offers for Exchange Studies
- Documents for "Erasmus+" Traineeship
- Erasmus+ traineeship places
- KTU ITC departure guide

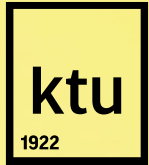
Request forms

Dormitories documents

Documents for final projects

KTU templates

STEP 2. Search for Traineeship Offers



• KTU WANTED

https://students.ktu.edu/ed-programmes/wanted/

Participate in the virtual seminars, courses, webinars, masterclasses, workshops, seminars, conferences, etc.

Home It Search offers

admissions students alumni business for employees

studies intranet news contacts

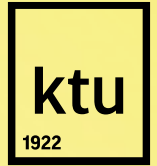
MARCH 2023 >

WED	THU	FRI	SAT	SUN
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		

JOB AND INTERNSHIP OFFERS MORE

CAREER DAYS 2022
26th October, Žalgiris Arena

STEP 2. Search for Traineeship Offers



- [Traineeship portals/ intermediary companies](#)
- Websites of the companies
- LinkedIn/ Facebook
- Google/ Google Map

STEP 3. Make a Wish-list of traineeship places

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



STEP 4. Prepare your CV & Motivation Letter (cover letter)



- Show yourself from the best side...

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.

2005 - 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
an 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 Hons Design
College of Art, UK

SKILLS

Photoshop ██████████
Illustrator ██████████
InDesign ██████████
Microsoft Office ██████████
Dreamweaver ██████████
HTML5 ██████████
CSS3 ██████████

AWARDS

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

CONTACT

123 Street Name, Town/City,
State/County, Post/Zip Code
t: 018 1234 5678
e: jamie.foster@gmail.com
w: www.jamie-foster.com

f: facebook.com/jamie.foster
i: @jamie.foster
in: linkedin.com/in/jamie.foster


REFERENCES

John Smith
Director
t: 018 1234 5678
e: john.smith@company.com

Sandra Hamill
Senior Designer
t: 018 1234 5678
e: sandra.hamill@company.com

Alex James
Photographer
t: 018 1234 5678
e: alex.james@company.com

JAMIE FOSTER
ART DIRECTOR



123 Street Name, Town/City, State/County, Post/Zip Code
t: 018 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/County, Post/Zip Code

FROM:
Jamie Foster
Art Director

DATE:
20th November 2018

Job Ref. Advertised Position within Company

Dear Mr Smith,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ac tempus dolor. Phasellus varius. Etiam eget lectus ut eros eu pretium. Igula faucibus. Donec, consectetur nisl a neque, condimentum faucibus. Sed dui lorem, posuere nuncius, congue vel, pulvinar quis, arcu. In est, eros, pharetra vulputate, sceleris sit amet, euismod, semper, tortor. Duis non libero mi. Mauris aliquam, jacta et hendrerit, utamcorper, neque, jacta, suscipit, jacta, blandit, varius, quam, augue, ut, mi. Nam, turpis, tortor, euismod, at, gravida, accumsan, sagittis, ac, nulla. Nulla, libero, libero, utamcorper, sit, amet, tristique, in, mattis, sit, amet, nibh. Donec, purus, nisi, elementum, blandit, sodales, ut, porttitor, quis, purus. In, hac, habitasse, platea, dictumet. Nam, sed, pretium, nulla. Nullam, eu, iaculis, in, est, ut, eros, porttitor, et, non, igula. Curabitur, sed, sapien, nec, sapien, consequat, nunc, sit, amet, vel, ante. Pellentesque, habitant, morbi, tristique, senectus, et, netus, et, malesuada, fames, ac, turpis, egestas.

Nullam pulvinar pulvinar mattis. Fusce vitae massa quis elit utamcorper laoreet, sit amet sit amet dui. Curabitur quis pellentesque sem. Sed arcu augue, condimentum ut, lobortis quis, volutpat, nec, nisi. Mauris, in, lorem, lectus, id, regibus, odio. Sed, eget, volutpat, sed, sapien. Cras, lacina, velit, ac, dolor, condimentum, in, laoreet, massa, mollis. Maecenas, dignissim, velit, vel, luctus, consectetur, nulla, orci, tristique, purus, ut, gravida, orci, leo, vel, 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, ultricies, nibh, fisis, gravida, augue, ut, imperdiet, orci, tortor, et, odio. Etiam, at, est, viverra, purus, laoreet, lobortis, et, a, urna. Proin, at, tristique, urna. Quisque, sit, amet, risus, augue, sit, amet, fringilla, lacus. Cras, varius, pellentesque, sem, a, lacina, orci, volutpat, quis. Aliquam, enim, volutpat.

Sincerely,

Jamie Foster

Jamie Foster

More traditional option

More creAtive oPtion?

CHRISTIAN GRACE JIN Q. BOTIN
GRAPHICARTIST

jin.botin@gmail.com
09279704379 / 028691978
12 Agoncillo St. Phase 4
Pacita Complex 1
San Pedro, Laguna

OBJECTIVE
To use my talent for graphic design with my deep-rooted passion for service to join a team that challenge me to grow as an artist through purposeful design.

WORK EXPERIENCE

- **ModernTech Computer Systems, Inc.**
Pacita Complex 1, San Pedro, Laguna
Feb 2010 - Oct 2010
GRAPHIC ARTIST • PHOTOGRAPHER
- **ASECASIA INC**
Filinvest Corporate City, Alabang, Muntinlupa
(Dec 2010 - present)
GRAPHIC ARTIST

EDUCATION

- **AMA Computer Learning Center**
San Pedro, Laguna
IT (Internet Technology)
- **Pacita Complex National High School**
Pacita Complex 1, San Pedro, Laguna

ARTISTIC / DIGITAL SKILLS

- **WINDOWS • MAC OS X**
- **PEAR OS 3.0 PANTHER**
- Graphic Design
- Photography
- Photo Editing
- Website Design
- Logo Design
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Corel Draw

CHARACTER REFERENCES

- **Alma**
Graphics Supervisor
ModernTech C.A.I.
09239278601
- **Ronald T. Balhon**
Graphics Supervisor
ASECASIA, INC.
09162168957

HARRY MILLER
GRAPHIC DESIGNER

ABOUT ME
I am a creative and professional graphic designer with over 10 years of experience in the industry. I have worked for various companies and have been responsible for creating visual identities, branding, and marketing materials. I am passionate about my work and always looking for new challenges to take on.

EDUCATION

COLLEGE (2008-2012)
Bachelor of Science in Graphic Design
University of the Philippines - Diliman

COLLEGE (2004-2008)
Bachelor of Science in Graphic Design
University of the Philippines - Diliman

WORK EXPERIENCE

COMPANY (2012-2015)
Senior Graphic Designer
ABC Company

COMPANY (2010-2012)
Graphic Designer
XYZ Company

COMPANY (2008-2010)
Junior Graphic Designer
PQR Company

SKILLS

- GRAPHIC DESIGN
- WEB DESIGN
- SOCIAL MEDIA DESIGN
- BRANDING
- ILLUSTRATION

CONTACT

- HARRY MILLER
- hmillers@gmail.com
- 09123456789

50 Best Resume Samples 2016-2017 | Resume Format 2016

SMOC *Illustrator & Video Editor*

Education
ESAD, Cádiz do Radrha
BAI Sound and Image
2008 - 2011
Duran Castalbert Fine Art School
Torres Vedras, Portugal
Technical Drawing & Painting
2002 - 2007

Technical Skills

Fine Art
Drawing & Painting
Portrait
Illustration / Digital Illustration
Video Editing
Photography
Storyboard

Pencil & Paper ★★★★★
Adobe Photoshop CS3 ★★★★★
Adobe Illustrator CS5 ★★★★★
Final Cut Pro ★★★★★
Adobe Premiere ★★★★★
After Effects ★★★★★
Logic Pro ★★★★★
Adobe SoundBooth ★★★★★

Contacts

Phone 0733 1672 321
Email smmog@gmail.com
Web http://orangecollective.com/smog
http://www.com/monicagames

Mónica Gomes

I'm a portuguese illustrator highly motivated and passionate about art in general. I have a fine art background that took me into illustration, which later on, with the use of technology also took me to work with digital illustration. Later on I decided to join the university doing a B.A. in Sound & Image, making side by side with artists from different areas. I also have an interests books, art & fashion magazines and Photography.

Currently I am living in Central London and looking forward to start working with people that share my love for illustration & video. Thank you for reading my resume, hope to hear from you soon.

CV

CV has to:

- be written for a particular internship.
- match the requirements of the company.
- be short and specific (1-2 pages).
- attract attention in a few seconds.

No graMaar adn pucntaution misateks!

CV

- **Contact information**

- **Education** (date, program/field of studies, educational institution)

- **Work experience** (date, position, company/ organisation, work, responsibilities, greatest achievements)

- Skills, languages, strengths/ other **competences**

- **Other information** (projects, organizations, honour and awards, certificates, achievements)

CV: Contact information

Name
Surname



+370 888 88887



email@ktu.edu



Studentų g. 50, Kaunas,
LITHUANIA



www.mywebsite.lt

CV: PHOTO



Motivation Letter

Name
E-mail Surname
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.

Name, surname

Be yourself! Be cre-A*tiVE!

Copyright 2002 by Randy Glasbergen.
www.glasbergen.com



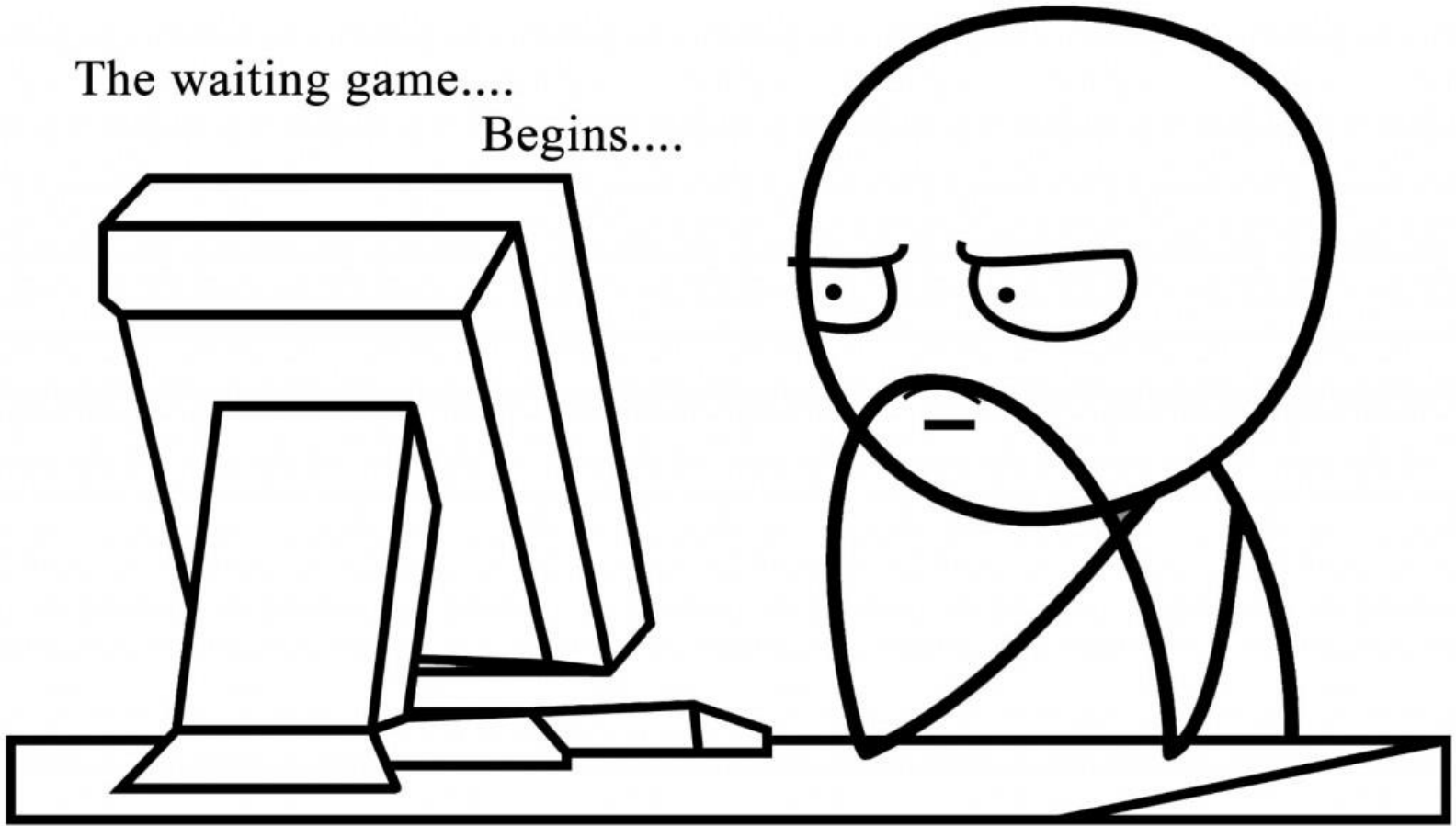
"What do you mean, it's not a good résumé?
It's the most expensive one they had on eBay!"

HIGHLIGHT:

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

STEP 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!

Do not WAIT too long FOR the ANSWER!



STEP 6. Wait for the Response or Interview

Need some help?

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

<https://students.ktu.edu/ed-programmes/wanted/#Individual-career-consultations>

<https://students.ktu.edu/ed-programmes/>



admissions

students

stud



SELF

PLAN YOUR CAREER

BE "WANTED"

INDIVIDUAL CAREER CONSULTATIONS



Discuss how to search for a job or internship more purposefully and successfully? Do you need help with your career consultation in your account of the **Academic Information System (AIS)**. You are invited to register for the career consultations by email wanted@ktu.lt.

Consultations are provided on the following topics:

- Directly or online)
- Internship/job search
- Job interview
- Self-assessment interview
- Your weaknesses and strengths, career planning



More



Remember you that consultations are confidential.

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!**



TRAINEESHIP?

When?
Where?
How?

MAKE a
wish list

SEND CV
motivation letter

WAIT

BINGO!

en.ktu.edu/erasmus



**KEEP
CALM
AND
GO ON
ERASMUS+**



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TRAINEESHIP ABROAD. VISA REQUIREMENTS



5 April | 17:00–18:00 | ZOOM platform



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TRAINEESHIP ABROAD. HOW TO ADAPT TO A MULTICULTURAL ENVIRONMENT

19 April | 12:30–13:30 | KTU Library (M3 Calc Box)

SEMINAR



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Erasmus+

STUDIES, TRAINING FOR MA AND PHD - WEBINAR



WEMINAR

28 April | 14:30–16:00 | ZOOM platform

NEED MORE HELP?

erasmus@ktu.lt

STUDENTS' INFOCENTRE (Studentų g. 50)

+370 676 92160

ktu.edu/erasmus