

## How to compose a CV

### Personal information

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Name

Address

Country

Date of Birth

Telephone

Email

### Education

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Time period

Name of the School, City, Country

Graduation

### Work Experience

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Do you have some practical experience? For example you have experience in babysitting or did already an internship.

### Language Skills

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Your mother language

Other language skills you have and how well they are

### Interests

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Do you have special interests or hobbies? For example you are playing in a theater group or you are member of a sports club.

If you also have some special skills, for example special computer knowledge, you can add this.

Do you have a driving license?

Name, Date

## How to write a motivation letter for an EVS project

When applying to the European Voluntary Service (EVS) projects, you need to submit both CV and motivation letter. These are the documents that potential host organizations are evaluating when choosing you for a project! CV is a passionless summary, but motivation letter is needed to discover your personality and interest in exact project. Letter must be written in English or in official language of the country where the project is hosted.

### 1. INTRODUCTION PART

- Address the letter to the exact organization or better even both - organization and responsible voluntary coordinator. This personalizes the letter!
- Mention some facts about the organization and their activities and Your (positive) thoughts about them. This is to show that You have explored their activities, aims and You are Interested in working with them!

2. **GENERAL PART** - this part you can use in all letters in case You apply to several projects in different organizations:

- Introduce yourself - who you are, what are you doing?
- Motivate, why have you decided to do EVS?
- Your interests, hobbies and view of life?

3. **DEVOTED PART TO EXACT PROJECT** - demonstrates Your motivation:

- What is Your attitude to the themes of project?
- Have You had previous experience in this field? (for example, if the project takes place in animals' shelter - what is Your attitude to animals, if the project takes place in kindergarten - what is Your relationship with children and so on)
- Which of the activities offered You think are especially interesting and which of them You could do particularly good? Why?
- Why do You think You are most suitable volunteer for this organization and in this project?
- What kind of bonds do You already have with chosen country?

### 3. CLOSING

- Say goodbye and mention that You will wait for their answer, sign, and add Your contacts.
- It is important because organization might want to have a discussion on the phone.

+ Some more conclusions before writing:

- Length doesn't matter - content tells it all! There is no perfect motivation letter. And there is no ideal length for it. Write as much as You can! No more than two pages.
- Emotions are good, but the letter must be based on facts. Be open about yourself.
- With EVS is the same as with love - it is or it isn't! It's not a work from nine till five; it is culture exchange project 24 hours a day! Organization needs a volunteer who would help to do not just exact duties but would be a part of the team! Don't be afraid to discover!
- Common interests make You closer. Tell about Your hobbies!
- Don't hide Yourself under the dot! Remind yourself various activities where You have been involved! Mention your skills and tell how you could use them for a project! Host organizations like active people full of energy!