



Issued by University of Basilicata
SINCE

TAGS: Curriculum vitae, Personal branding, Job hunting



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Career Tools: job search tools

The holder of this badge has attended the course "Career Tools: job search tools" organized by the University Basilicata as part of the "Competenze trasversali in Unibas" Project.

"Career Tools" is a training course articulated on 4 areas that have the common objective of providing the participant with theoretical elements, practical tools, ideas and ideas for the active search for work. The search for a job can be considered "a real job", as it involves the activation of a dynamic process in which organization, method and a clear and defined vision of one's objectives are needed. The job search requires time, constancy, commitment, perseverance, but also knowledge of the steps to be taken. The Career Tools is identified as a support because it activates the student in a virtuous path of integration into the world of work, that is to say, one that succeeds in combining professional skills, personal aspirations and real job opportunities.

Which instruments you work on:

- curriculum vitae and/or portfolio;
- cover letter and/or letter of motivation
- LinkedIn profile creation

In addition to the technical tools useful for applications, there is also theoretical-practical information on some key elements in the active job search:

- Job Interviews and Contracts
- European opportunities for work, entrepreneurship and volunteering programmes
- Ethics and work

The course lasts 18 hours, divided as follows:

- Reflections on world of work and active job search, 2 hours
- Curriculum Vitae Writing Theory, 2 hours
- How to write a motivational letter, 2 hours
- How to create a Professional LinkedIn Profile, 2 hours
- Where and how to look for a job, 2 hours
- Selection tools, 2 hours
- European Programmes, 2 hours
- Ethics and Work, 2 hours



Skills

The owner of this badge has proved to have the following skills:

- adapt to change;
- pay attention to details;
- liaising and networking.

The owner of this Badge has displayed the following soft skills:

- Communication skills
- Co-operation
- Development of behavioural capacities
- Job-seeking programmes
- Public speaking
- Self-esteem skills
- Social competence
- Time management

The owner of this Badge has displayed an overall knowledge in:

- identifying his technical and transversal skills and write and describe them adequately in his/her CV;
- being able to recognize your own wealth of experience useful to be included in the CV;
- how to write a motivational letter;
- how to create a professional LinkedIn profile;
- how to identify job offers suitable for your CV and apply properly;
- the tools for a positive, professional and constructive job interview;
- the main European programmes useful for your career;
- the principles of ethics and work and their application in professional contexts.

Criteria

The Badge is awarded after the participation to at least 75% of the duration of the course and after a check of a CV and a Motivation Letter.



Career Tools: strumenti per cercare lavoro

Issued by University of Basilicata

The University of Basilicata is the leading University of the Basilicata region, in the Southern part of Italy. Since 2012, according to the new University statute and rules of procedure, ex D.R. n. 88/2012, the University of Basilicata is organized through six primary structures (precisely four departments and two schools) in which the functions and the personnel of the pre-existing twelve departments and eight faculties have been re-addressed. Degree programs range from the Humanities, to architecture, archeology, education, economics and management, as well as to the STEM disciplines (hard sciences, agriculture, engineering, computer sciences). Such degree programs are effectively connected to the research, training and third mission activities developed by the primary structures. University of Basilicata counts about 7.000 students, and is based in the cities of Potenza and Matera.



Badge Numbers



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