

Erasmus Mundus

How to write a good application

from EM alumni experience

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General advice

- **Be very attentive while completing the application form**
- **Think in advance when you will take language certificate exams**
- **Think who can be the best referee for you**
- **Follow instructions – incomplete applications are rejected**
- **Maintain active communication with coordinators**



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General advice

- *Mention it even if you have had one month language learning*
- *Think what even small experiences are relevant to the chosen programme*
- *Be to the point*
- *Be determined*



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Motivation letter

- *Present yourself*
- *Why you have chosen specifically this course*
- *How your past experience led you to this choice and how it will ensure your success*
- *How this course will help you to reach your aims*



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Mistakes to avoid

- *Be specific and professional*

Wrong: *I have always dreamt of travelling in Europe and your programme gives me this wonderful chance.*

Better: *“While participating in your program I expect to gain something bigger than merely another academic degree. I expect that this 2 year program can help me to learn more and understand how different methods can be applied in urban development in different countries”*
(MU)



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Mistakes to avoid

- *Show knowledge*

Wrong: *I am choosing Barcelona university, because I love this city and want to learn Spanish.*

Better: *“I decided to choose [...] not only because of my language knowledge [...], but also because these two countries can be the interesting examples for my research. Germany is more close to Russia in territorial organization and its East part suffered from similar problem, because of Soviet heritage in public and municipal management. As Moscow region has close cooperation in economic sphere with Lombardia region in Italy, the studies and internship in Italy will be useful for my career” (MU)*



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Mistakes to avoid

- *Show healthy confidence in your achievements*

Wrong: *I think I am a good student, so I will have good marks while on programme.*

Better: *“Owing to my university professors and active professional moves I have learnt English almost to the proficiency level, so that I am now able to give back my knowledge by teaching others” (AK)*



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Mistakes to avoid

- *Show specific leadership experience*

Wrong: *I am a very responsible person and can live on my own.*

Better: *Write about your participation in a voluntary organisation, work as a team leader, involvement in an international project, etc*



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Europass CV

- *One curriculum vitae template*
- *“The form serves as a single framework to transparently present qualifications and competences for those wanting to attend education or training programs or applying for jobs anywhere in Europe” (official definition from Council of Europe)*



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Creating a Europass CV

- 1. Go to <http://europass.cedefop.europa.eu>*
- 2. Click on “Create your Europass”*
- 3. Download CV template in English language*
- 4. Read instructions and examples of Europass CV on the web-page*



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Structure of Europass CV

- a) Personal information (name, birth date, contact information, gender and nationality);*
- b) Work experience, starting with the most recent job held;*
- c) Education;*
- d) Language abilities;*
- e) Personal skills and competences;*
- f) Other relevant information such as publications, membership in professional organizations, contact persons and references.*



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Tips and hints

- 1) Be concise and clear;*
- 2) Tailor your Europass CV depending on the program requirements and research field;*
- 3) Emphasize specific skills and competencies, and indicate where they were acquired;*
- 4) Include volunteer work or internships in the work experience section;*
- 5) Mention your knowledge of the foreign languages*



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Tips and hints

- 6) Be brief - no more than 2 pages long. In case of extensive work experience – 3 pages;*
- 7) Keep the suggested layout and font;*
- 8) Remove optional headings;*
- 9) Carefully proofread the document;*
- 10) Don't forget to save the file, if you use the template via Europass web-page*



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