



# ***Erasmus Mundus***

## ***How to write a good application***

***from EM alumni experience***

***by Anna Korepanova***

***(examples provided by Maria Ustinova, Yury Derbin,  
Sergey Bondarenko, Maria Karnaukhova)***



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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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# *Recommendation letter*

- *Provide your referee with the template and specific requirements*
- *Write a draft yourself (or instruct your referee what you would like him/her to mention)*
- *Be prepared to do a translation*
- *Be honest and objective*



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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 long-term goals*



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# *Mistakes to avoid*

- *Be specific and professional*

**Wrong:** *I have always dreamt of travelling in Europe and your program 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 why exactly you apply for this exact course*

**Wrong:** *Your course seems interesting.*

**Better:** *“During my future studies I am planning to make a stress on the Mechanical Design in Turbomachinery using advanced materials and optimization techniques. I am sure it would be very interesting for me to solve complex, challenging and multi-parametric tasks of design and development in the field of Turbomachinery, thus AMD specialization option will satisfy my interests” (SB).*



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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 pro-activity*

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

**Better:** *“I was a member of “Students for Sustainability” society (part of WSC-SD, World Student Community for Sustainable Development). There I helped to choose best papers for conferences arranged by WSCSD” (YD).*

*“... During my work experience I was member of projects and implemented new ideas (for example new service from Russia for LCL (less than container load) cargo)” (MK).*



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# *Mistakes to avoid*

- *Show you are a well-rounded person*

**Wrong:** *I study very hard that is why I will succeed in while studying in Europe.*

**Better:** *“When I have a possibility I work as interpreter for charity organizations. Interpretation for children with various learning disabilities, emotional disorders and mental retardation has made me close to all children and their problems” (YD).*



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# *Mistakes to avoid*

- *Show you are a well-rounded person AND connect your activities to the course*

*Wrong:* *I enjoy dancing salsa, that's why Spain is a great choice.*

*Better:* *“The job as a teacher at ordinary High school ... gave me evidence that all kids need good health and that one of the main factors influencing health is ecological problems .... I think the knowledge I got in this Master course helps me save people's health through prediction of environmental disasters such as floods, droughts, water pollution etc” (YD).*



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# *Mistakes to avoid*

- *Show career progress and how the course will fit in your development*

**Wrong:** *I finished university and now I want to spend two years in Europe.*

**Better:** *“I have Master degree of Geology ... My first professional job was for the Trust of Building Engineering Survey as engineer geologist. Then I wanted to get good extensive practice of using surveying instruments, so I worked as a surveyor. After that I was employed by Finish company as supervisor at the construction site of ground work where I saw how geologic research is used in constructions ... Now I work for All-Russian Research Institute of Hydraulic Engineering as engineer. The research at this institute quite often concerns modeling. I have some skills in hydromodeling which I got in the University and, in my opinion, this Master course will improve my knowledge and give me a new approach for solving such kind of problems” (YD).*



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# *Mistakes to avoid*

- *Show you have intercultural communication skills*

**Wrong:** *I am tolerant and enjoy talking to people from different countries.*

**Better:** *“I had the opportunity to be a trainee within IAESTE organization. I passed my 3-month training in Barcelona at AVL Iberica SA Company with a good response from my supervisor. In addition, during my training I had the chance to meet other trainees from all over the world. I have gained valuable experience in communicating in cultural diverse settings” (SB).*



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# *Mistakes to avoid*

- *Show you are willing to share and contribute*

**Wrong:** *I am tolerant and enjoy talking to people from different countries.*

**Better:** *“... a second year student of Euroaquae program, organized a presentation where he told us about this program and showed some pictures. It is definitely a community, of which I would like to be part. With the experience I have, I think I will be able to contribute to this community and to the community of people dealing with Hydroinformatics” (YD).*



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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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# *The main piece of advice*

*Be sure  
what you want  
and why  
and have the confidence  
you will achieve it*



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