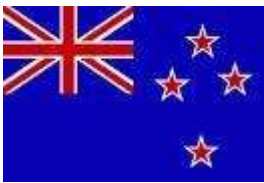


# TROUVER UN STAGE OU UN JOB DANS UN PAYS ANGLOPHONE



Guide destiné aux étudiants dans le système IUT

# TROUVER UN STAGE OU UN JOB DANS UN PAYS ANGLOPHONE

## 1) Définir Son Projet

Prenez le temps de bien réfléchir sur votre projet et de se poser les bonnes questions :

Quels sont mes objectifs à court et à long terme ?

Qu'est-ce qu'un séjour à l'étranger peut m'apporter ?

Quelles seront les difficultés à surmonter ?

Qu'est-ce que je ferai en rentrant en France ?

## 2) S'informer

S'informer sur les possibilités de partir travailler à l'étranger ;

les destinations qui peuvent vous intéresser ; vos droits de travail

<http://www.ij-bretagne.com/international/>

<http://www.cidj.com/>

[http://europa.eu/eu-life/work-business/index\\_fr.htm](http://europa.eu/eu-life/work-business/index_fr.htm)

## 3) Commencer vos recherches

Pour trouver un stage ou un job vous pouvez faire des candidatures spontanées, répondre à une offre ou passer par un organisme clé en main (parfois payant)

### candidatures spontanées

Cibler les entreprises dans lesquelles vous aimeriez travailler, en utilisant des annuaires ou en cherchant dans des moteurs de recherche :

[www.europages.com](http://www.europages.com)

[www.kompass.fr](http://www.kompass.fr)

- Chercher des entreprises installées en France et à l'étranger.
- Essayer de prendre contact d'abord avec les sites en France pour savoir à qui s'adresser à l'étranger
- Chercher le nom de la personne ou le service auquel vous devez adresser votre courrier ou courriel électronique
- Consulter les rapports de stages des ans passés
- Prendre contact avec des anciens étudiants/stagiaires de l'IUT

## offres et organismes

[www.oliver-twist.fr](http://www.oliver-twist.fr)

[www.placement-uk.com](http://www.placement-uk.com)

[www.stagesuk.com](http://www.stagesuk.com)

[www.work-uk.co.uk](http://www.work-uk.co.uk)

[www.calvin-thomas.com](http://www.calvin-thomas.com)

[www.teli.asso.fr](http://www.teli.asso.fr)

[www.adventurejobs.co.uk](http://www.adventurejobs.co.uk)

[www.anyworkanywhere.com](http://www.anyworkanywhere.com)

[www.gumtree.com](http://www.gumtree.com)

[www.jobscampus.com](http://www.jobscampus.com)

[www.kapstages.com](http://www.kapstages.com) (dépôt de CV possible)

[www.etnoka.fr](http://www.etnoka.fr) (dépôt de CV possible)

[www.letudiant.fr](http://www.letudiant.fr)

[www.bunac.org](http://www.bunac.org)

[www.transitions.abroad](http://www.transitions.abroad)

[www.aquariuseducation.org](http://www.aquariuseducation.org)

[www.studyoverseas.com](http://www.studyoverseas.com)

[www.internjobs.com](http://www.internjobs.com)

## 4) Faire Des Candidatures

Préparez votre candidature au pays visé (vérifier le format selon le pays)

Rédigez un CV et une lettre de motivation (covering letter (GB) /cover letter (USA)  
(VOIR ANNEXES)

Demander à votre professeur de langues de vérifier vos documents avant de les envoyer.

## 5) Préparer un Eventuel Entretien

Il faut être prêt à passer un entretien face à face/ téléphonique (par skype)/par visioconférence ou en préparant un vidéo CV.

Demander des conseils à votre professeur de langues.

## 6) Préparer son Voyage et Trouver son Hébergement

[www.studentaccommodation.org](http://www.studentaccommodation.org)

[www.accommodationforstudents.com](http://www.accommodationforstudents.com)

[www.studentpad.co.uk](http://www.studentpad.co.uk)

[www.homesforstudents.co.uk](http://www.homesforstudents.co.uk)

## ANNEXES

### REDIGER SON CV- le contenu et la présentation ( catégories a -g à compléter)

#### A) Personal Profile:

A personal profile describes you as a professional person. It should only be three sentences long. The first sentence should describe who you are; the second should present a summary of your skills and experience and the final sentence should explain your personal career target.

#### 1. Who you are (current position/situation)

A	highly skilled highly motivated knowledgeable reliable creative hardworking versatile confident flexible competent enthusiastic efficient qualified adaptable energetic	_____ with ____ years experience in / studies in _____.
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#### 2. What you can do (skills and experience)

Specific expertise in \_\_\_\_\_.

Responsible for \_\_\_\_\_.

Proven ability in \_\_\_\_\_.

Excellent \_\_\_\_\_ skills.

#### 3. What you want (career target)

Looking for a position in/an opportunity in \_\_\_\_\_.

Seeking to continue a career in (field) \_\_\_\_\_.

Objective is to develop a career as (position)/in (field) \_\_\_\_\_.

B) Personal Details:

name, address, telephone number (with French code 0033), email address, nationality, date of birth, marital status

C) Education:

dates past → present: name & type of school, title of qualification

2007-2009: Lycee Aristide Briand, St Nazaire

Scientific Baccalaureat

Equivalent to A-levels specialising in mathematics and science

since 2009: I.U.T. University Institute of Technology, Nantes

D.U.T. GEII (Diplome Universitaire de Technologie) 2-year course in Electrical

Engineering equivalent to a H.N.D. specialising in Electricity, Electronics,

Automation & IT

D) Work Experience:

dates present → past, company name & location, type of business, your job title, your main tasks & responsibilities, projects

June - August 2007: System U, Nantes. National supermarket retailer

Warehouse supervisor: preparing and dispatching orders

In charge of improving the stock level system

E) Skills:

mother tongue, languages, technical skills

Mother tongue: French

Languages: English: excellent/good/basic knowledge

Spanish: excellent/good/basic knowledge

Technical skills: Word-processing, databases, CAD, excel, Catia

Driving Licence

F) Hobbies & Interests:

arts, sports, extra-curricular activities

violin: member of the university orchestra

painting: president of an art association

football: member of local football club

G) References:

2 people- an academic reference and a non-academic reference: name, job title, place of work

Yannick Olivier Warehouse Manager, System U, Nantes

Paul Manche Tutor, University Institute of Technology, St Nazaire

## REDIGER SA LETTRE DE MOTIVATION- la présentation et le contenu

### a) Opening and closing a letter

Dear Sir/Madam,	Don't know receiver's name
Dear Mr Murphy,	A man
Dear Mrs Murphy,	A married woman
Dear Miss Murphy,	A single woman
Dear Ms Murphy,	Don't know marital status
Dear John,	A close contact/friend
Yours faithfully,	If you open Sir/Madam,
Yours sincerely,	If you open with receiver's name
	A close contact
Best wishes,	
Love from,	A good friend/family

- a married woman
- a close contact/friend
- you don't know the receiver's name
- a man
- you don't know the woman's marital status
- a single woman

- 
- if you open with receiver's name
  - a good friend/family member
  - if you open Dear Sir/Madam
  - a close contact

### b) Letter writing rules

- Sender's address on the top right
- Receiver's address on the left
- keep the letter to one side of A4 paper
- always write to a named person
- avoid contractions ( I'n)
- use formal expressions
- align everything against the left-hand margin
- sign and write your name at the end of the letter
- check the presentation and spelling
- type the letter unless a handwritten letter is requested

## b). Model phrases for a covering letter

### Paragraph 1

Further to your advert in \_\_\_\_\_(newspaper/website).

I am writing with regard to your vacancy for a \_\_\_\_\_ (job title).

With reference to your advert, I would like to be considered for the vacancy.

I am writing to require whether your company has any vacancies.

### Paragraph 2

I am currently studying \_\_\_\_\_ (subject) at \_\_\_\_\_ (institute).

I am in my \_\_\_\_\_ (no) year. I will graduate in \_\_\_\_\_ (year).

For the past \_\_\_\_\_ (no) years I have worked in \_\_\_\_\_(company, sector).

In my present job I am responsible for....

I have knowledge of ....

I have just completed a work placement at \_\_\_\_\_(company)

I will be completing a work placement at \_\_\_\_\_ (company) in \_\_\_\_\_ (date)

During my studies I have gained experience and knowledge of...

I regularly use AutoCad and Labview in my work.

### Paragraph 3

I feel that my experience will be of great value to your company.

It has always been my wish to have a career in \_\_\_\_\_ (sector).

I am particularly interested in ...

I have followed your company with great interest.

### Paragraph 4

I do hope to hear from you soon.

I hope that I will hear from you in the near future.

I hope that I may be considered for the job/placement.

I am available for an interview at a time convenient to you.

I enclose a copy of my CV which gives further information.

Please do not hesitate to contact me if you need additional information.

## **Qualities**

motivated, hardworking, patient, a good team worker, organized, tidy,  
a good timekeeper/punctual, open-minded, good at time management,  
a good communicator, positive, ambitious, respectful.

## Qualification Equivalences

Always include : similar to ... / equivalent to ...

<u>French</u>	<u>British English</u>	<u>American English</u>	
Bac ES	A-levels specialising in economics	High School Diploma specializing in economics	
Bac S	A-levels specialising in mathematics and science	High School Diploma specializing in Mathematics and science	
Bac STI	A- levels specialising in industrial engineering	High School Diploma specializing in industrial engineering	
Mentions très bien bien assez bien	Grade A B C		
DUT	HND = Higher National Diploma in _____	Two year degree in _____, specializing in: _____	
DEUG	A two year degree programme in _____	A two year degree program in _____	
Licence	BA = Bachelor Degree of Arts. BSc = Bachelor Degree of Science. BEng = Bachelor Degree of Engineering	BA = Bachelor Degree of Arts. BS = Bachelor Degree of Science. BEng = Bachelor Degree of Engineering	
Licence Pro	a degree level course	a degree level course	
Maîtrise	M.A. = Master of Arts M.Sc. = Master of Science. M.Eng = Master of Engineering	M.A. = Master of Arts M.S. = Master of Science. M.Eng = Master of Engineering	
Stage Stagiaire	a work placement a trainee, a placement student	an internship an intern	