

**Cre.o.la**

Creatività  
Organizzazione  
Lavoro



**2011**

**ADVICES AND USEFUL INFORMATION  
TO FIND A JOB**

*Multilingual Guide  
realized by the  
young participants  
of Cre.o.la Project*

Association  
Amuni Marsala



Education and Culture DG

'Youth in Action' Programme



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# Cre.o.la: Creativity and Organization for Work

Cre.o.la: it is a young initiative that involves young refugees, young people from Marsala and from other European countries, realized by Amuni association at Centre S.p.r.a.r “Perino” administrated by Consorzio Solidalia and the Municipality of Marsala.

The project started on 1 February 2011, the aim is to promote the sharing of experiences, knowledge and competences among young people and their active participation to the construction of a future.

The initiative let young participants acquire more awareness of themselves and of the context where they live, by promoting solidarity among peers and active citizenship.

The acronym of the project, Creativity and Organization for Work, includes the steps that are realized within the project, but **Cre.o.la.** also derives from Creolization that means the result of contact among different cultures in a defined space that creates something new.

The project has been realized by following a path focused on 4 sides:

1. focalizing your own attitudes and desires;
2. knowing the context;
3. promoting education and solidarity among peers;
4. identifying new strategies for professional integration.

All those sides have been realized through meetings, workshops, interviews with stakeholders and representatives of work, associative and institutional field.

Between February and August 2011 the participants realized different laboratories: music, intercultural cooking, gardening, Blogger and theatre, addressed to other young people and guests of the welcoming Centre. Moreover, the participants acquired knowledge about problems faced by refugees in our country and they have been promoters of different awareness campaigns and involvement of the community of Marsala.

After collecting and elaborating ideas, information, desires, the participants realized a video documentary and this multilingual guide, available in Arabic, French, English and Italian.

Those final products are now available for other European young people, refugees, associations and schools.

# The Context

The project was realized in S.p.r.a.r. Center of Perino, Marsala that accommodates families and young refugees from different countries. The Center takes in around fifteen young people, most of them has a diploma, others were craftsman, painters, drivers, etc.

They found many difficulties to get a job or to open an independent commercial activity. That condition usually determines an accentuation of isolation for those guys and the impossibility to take part of the community life, to exchange with peers and build social and work relations.

The young unemployment is one of the main problem in Sicily, according to the Eurostat sources 2009, Sicily has one of the higher unemployment percentage of Europe, 37,2%.

This situation is determined by some structural elements as the presence of a weak economy, the lack of development in south Italy, the distance between educational and economical systems.

Marsala is a provincial town in south Italy where the unemployment involves the entire population, in particular young people, immigrants and refugees:

- ✓ This people don't have a network of social relations that could help them to find chances of work. Work announcements indeed are rarely published on newspapers and the search of an applicant works mostly through an informal system of references.
- ✓ Moreover, refugees have a few knowledge of the local economical reality and they face serious problems to use their competences in a new context.
- ✓ They don't know public or private services for the encounter of demand/supply (websites with offers of job, information services, orientation, etc.)

In addition, they have a difficult private situation: most of the refugees lived traumatic experience of torture, that leads them to have lack of trust in the relation with the "Other" and makes the creation of a social network more problematic. The refugees have to plan their life in a different country.

# Activities and participants

## Workshops, curiosities and interviews

Through a series of workshops led by the Coach of the Association Amuni, we paid attention to work experience that young have had in the past, to the ambitions for the future, the strength and weakness points.

Through this group work the young people from Marsala and the young refugees focalized and shared attitudes and ambitions, outlining the way they want to introduce themselves to the community, to become a resource and an active member also in work field.



During the next meetings, the participants thought together about their doubts and curiosities about the job they want to do, they analyzed the results and identified some person to interview.

So the participants made some interviews\* to those people working in fields they chose. Moreover, the interviews were a useful instrument to know the surrounding territory and the work realities that Marsala and the province offers.

The group is growing up meeting by meeting: more than thirty young people from Marsala and refugees took part actively to the realization of the project, with their ideas and competences. The group organized different workshops: music, painting, theatre, gardening and blogger, the aim was to take a chance and improve the abilities of each participant. The workshops involved other young people, the guests of the centre S.p.r.a.r. and other migrants living in Marsala.

\* We refer to the video for more information about participant profiles and the interviews

# Good practices and good advices

Thanks to the experience we shared through the project **Cre.o.la**, we individualized some good practices and advices useful to improve the searching of a job and to increase the possibilities of success. We want to share what we learned so that it can be useful for other young people, refugees, schools and all the associations that work in this field.

## **“First steps”**

*To know each other and be conscious of the attitudes we have*

*To know the social-economic context where you live*

*To know “secrets” of the job*

### **1. To know each other and be conscious of the attitudes we have (to do, to know, to know how to do)**

To understand our attitudes we have different methods. First of all, it is important to reflect on experiences, hobbies and passions we have. It is important to ask themselves some important questions:

- ✓ What do I like?
- ✓ What are my hobbies?
- ✓ My studies are useful for the current context?
- ✓ A social operator or a job consultant can give me advices and help me?
- ✓ What are my past experiences?
- ✓ What am I doing now?
- ✓ What are my objectives?
- ✓ What is my ideal life style?

### **2. To know the social-economic context where you live**

For this purpose it can be useful

- ✓ To meet social operators
- ✓ To get information through the mass media, newspapers, TV and internet

- ✓ To get in touch with other people living in the same territory
- ✓ To learn Italian language
- ✓ To know streets, places, useful centers (for training, vocational guidance, internet point) of the city you would like to be the place for your future
- ✓ Create a social network on the territory, to know the others and let them know you

### 3. To know the “secrets” of the profession

- ✓ It is very important to compare ourselves with people who already work in the same field we like, so that we can understand better what the first steps are and how to develop a profession.

## Useful tools

During the project, we individualized some useful tools that can help us to find a job:

### 1. Meetings with social operators

There are several subjects that can help you to find a job and/or a training course:

- ✓ *Operators of the centers S.P.R.A.R. and C.A.R.A. (for the refugees)*
- ✓ *Employment centers:*
  - **Ufficio di collocamento sezione circoscrizionale del lavoro** - via Istria, Cond.nio Mirabilia, 24 **Marsala** Telefono 0923 981416.
- ✓ *Job agencies:*
  - Manpower - via Volturmo, 3 **Trapani** 0923 438998
  - Lavoro Doc - via Libica, 19 **Trapani** 0923 503582
- ✓ *Unions and organizations for the workers:*
  - **CGIL** - Confederazione Generale Italiana Del Lavoro - Camera Del Lavoro, Via San Michele, 57 **Marsala** Telefono 0923953059.
  - **CISL** - la Confederazione Italiana Sindacati Lavoratori in Via Abele Damiani, 85 **Marsala** Telefono 0923 953372
  - **CGIL** - Confederazione Generale Italiana Del Lavoro - Sindacato Nazionale Scuola in Via Garibaldi, 85 **Trapani** Telefono 0923 873750

- **PATRONATO INAC** - Confederazione Italiana Coltivatori - Piazza Pizzo Francesco, 5 - 91025 **Marsala**,  
Telefono: 0923 951965
  - **UNIONE PROV. LIBERI ARTIGIANI** - via Cairoli, 2 - **Marsala** Telefono 0923 711789
  - **CONFCOMMERCIO** - viale Amerigo Fazio, 34 **Marsala** Telefono 0923 711552
- ✓ *Education centers and Multifunctional windows:*
- **ANFE** - via Garibaldi, Palazzo VII Aprile Telefono e fax 0923 956633 054.03 via Gambini, 6/8  
**Marsala** Telefono 0923 981471
  - **ANFE** - via C.A.Pepoli, 66 **Trapani** Telefono 0923 593080
  - **EFAL** - via Francesco Gambini, 7 **Marsala** Telefono 0923 999931
  - **CEFOP** - via Virgilio, 128 (Piazza Falcone e Borsellino) **Trapani** Telefono 0923 25651
  - **CIPA AT** - via Sarzana, 1/B, **Marsala** Telefono 0923 713994
  - **Scuola Media Statale V. Pipitone** - corsi Eda - Educazione adulti
  - **I.A.L Cisl** - via Bellini, 2 **Marsala**
  - **Scuola Ciccio Montalto** - corsi Eda **Trapani**
  - **Associazione Karibù** (tp) offre corso d'Italiano A
  - **ECAP** - via Degli Atleti, **Marsala** (TP) Telefono 0923 956690
  - **ECAP** - via Pantelleria 15, **Trapani** Telefono 0923 593602
  - **ENAIP** - via Virgilio s.n. (via Scuderi s.n) **Trapani** Telefono 0923 25855
  - **ENAIP** - via Libertà, 7 **Marsala** Telefono 0923 715997
  - **UNCI** - via S. Francesco, 4 **Trapani** Telefono 0923 542354, Via Dell'Ulivo 49 ang. Via del Pesco  
**Trapani** Telefono 0923 26244
  - **INCA** - via Garibaldi, 77 **Trapani** Telefono 0923 541073

## 2. Use of internet to look for a job

Several websites show you job offers and let you apply online:

[www.monster.it](http://www.monster.it)

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

[www.jobrapido.it](http://www.jobrapido.it)

[www.infojobs.it](http://www.infojobs.it)

[www.helplavoro.it](http://www.helplavoro.it)

[www.cliccalavoro.it](http://www.cliccalavoro.it)

[www.freetradeservizi.it](http://www.freetradeservizi.it) (Mirato su Marsala)



Also some local newspapers publish job offers on line:

[www.marsala.it](http://www.marsala.it)

[www.marsalace.it](http://www.marsalace.it)

You can look for companies dealing with the field you are interested in:

[www.paginegialle.it](http://www.paginegialle.it)

It can be useful also to know how to use social networks to increase your own contacts and to get information about job chances:

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

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

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

Moreover you find on internet several suggestions about the way to prepare a curriculum vitae:

<http://www.corriere.it/speciali/curriculum/curriculum.shtml>

[http://scuola.pianotelematico.re.it/pls/portal/docs/PAGE/SCUOLA/CONTENUTIREDAZIONE/FORMAZIONE/CV/CURRICULUM\\_0.PDF](http://scuola.pianotelematico.re.it/pls/portal/docs/PAGE/SCUOLA/CONTENUTIREDAZIONE/FORMAZIONE/CV/CURRICULUM_0.PDF)

# Curriculum vitae and cover letter

## Curriculum vitae

CV is the paper you use to introduce yourself and apply for a job. It contains personal data and information about your studies. If you already worked it is focused on your experience, knowledge and abilities.

1. *Your paper has to be targeted.*
2. *You have to know the job you apply for.*
3. *You have to send an appropriate CV to every interlocutor.*
4. *You need to show your abilities off.*

source: <http://www.corriere.it/speciali/curriculum/comesiscrive.shtml>

## The cover letter

The cover letter serves as the sail of the boat of employment. A well written cover letter is a big bonus for the applicant's CV-Resume.

The cover letter presents the information which is further not explained in the resume — the whole applicant's intention. A cover letter can be rated good or ill-written at the first glance. The employer usually dumps letters with very small errors and that should be avoided.

The cover letter differentiates every candidate from the other. It entitles every applicant to express their assets and commitments. It answers the question, "Why should we hire you?" Thereby, the applicant must find cover every angle on how to market themselves properly unto the hiring manager.

And the greatest use of a cover letter is to support the resume. If ever the employer does not get much impression from the resume, the cover letter serves as last resort. As a resume tip, create a well done cover letter by reviewing it as many times as you can. The future of employment rests on the clean, well versed, and inspiring cover letter.

### **How to write a cover letter**

The cover letter is your CV Resume's supportive best friend. A good cover letter answers the main question; "Why should we hire you?" And here's how to write a cover letter which will secure that employment seat.

1st Paragraph: State your intentions of passing the cover letter clearly. The first paragraph should be the eye catcher. This part of the cover letter should build some rapport with the company.

2nd Paragraph: This portion answers the question of "why should we hire you?" Explain how you can be an asset to the company. Highlight some of your related achievements and work experiences. Of course, back up your claims with solid proofs using your CV-Resume.

3rd Paragraph: The final part concludes the marketing process and further builds future meetings with the employer. Don't forget to write down your contact information and — a polite but firm expression of gratitude. Input your full name, and respectfully sign the letter.

Points to Remember:

Never write a two page cover letter, half page is enough and always be simple and professional with words.

source: <http://www.cv-resume.org>

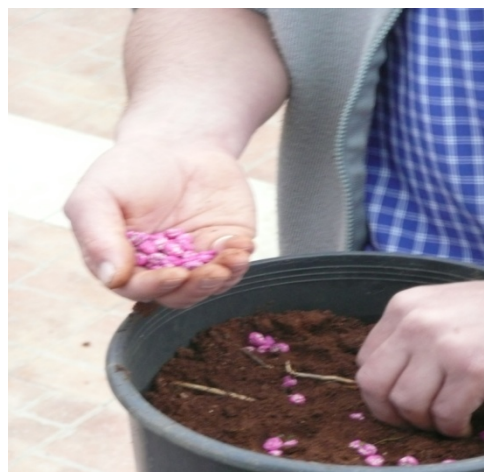
# Backstage



IMG1: First Workshop



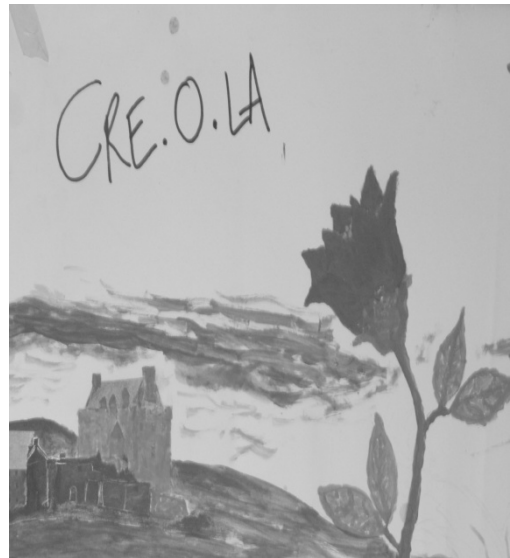
IMG2: Music Workshop



IMG 3 e IMG4: Gardening Workshop



IMG 5 e 6: Music Workshop



IMG 7 e 8: Painting Workshop



IMG 9: Theatre Workshop

IMG 10: Music Workshop



IMG 11: Theatre Workshop

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