

Erasmus+ Praktikum in Namibia

Die Martin-Beheim-Schule bietet im Rahmen des Förderprogramms Erasmus+/ AusbildungWeltweit ein dreiwöchiges Praktikum in Zusammenarbeit mit CATS, (Comercial Advanced Training Scheme) an. CATS ist ein Verbund von Unternehmern, die in Kooperation mit der Deutschen Gesellschaft für Internationale Zusammenarbeit (GIZ), die duale Ausbildung in Namibia fördert. **Kaufmännische Auszubildende und Studierende der Fachschule** können sich mit Ihrem **englischen CV** (Bsp. siehe Seite 2/3) und einem kurzen **Motivationsschreiben** per Mail an Hschwehn@mbs-darmstadt.com bewerben.

Achtung: **Bewerbungsstart** ist der **25. März 2026, 12 Uhr!**

Es stehen 4-6 Teilnehmerplätze zu Verfügung. Geeignete Bewerber/innen werden nach Eingang der Bewerbungen berücksichtigt.

Infos zum Praktikum in Namibia

Zeitraum: 09./10. Oktober 2026 – 31. Oktober 2026

Praktikumsort: Windhoek (evtl. auch Walvis Bay), Namibia

Infos zur Partnerorganisation: CATS, Commercial Advancement Training Scheme, siehe: www.catsnamibia.org

Unterkunft: Selbstversorger Unterkünfte
Bsp. siehe: <https://www.tatevillage.com/>

Voraussetzungen: Mindestalter 18 Jahre
Sozialkompetenz
Zuverlässigkeit
Flexibilität
Ausreichende Sprachkenntnisse (Englisch B1)

Leistungen: **Genehmigung zur Teilnahme vom Ausbildungsbetrieb**
die EU-Fördermittel decken anteilig die Kosten für Unterkunft und Flug

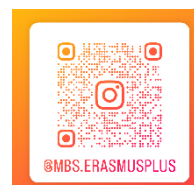
Eigenleistung: Kosten für Flug müssen zunächst selbst getragen werden und werden anteilig im Nachhinein erstattet, Verpflegung, Taschengeld, öffentliche Verkehrsmittel,

Bei Rückfragen stehen wir gerne zur Verfügung.

Viele Grüße, Euer Erasmus+ Team

Sabrin Asad, Kathrin Baer, Judith Lincoln, Nadia Schäflein, Heike Schwehn

folge uns:



CV Guidelines

Dear students,

These are our guidelines to help you write your English CV. Please read them carefully. Thank you very much for your efforts in writing your CV.

- Write your CV in English only – except names, which can be written in their original language.
- Create your own CV using your own format. It is a chance to show your good MS Office skills. You can use the “Europass CV” too, but please take care that the format looks appropriate and professional.
- Your CV should be maximum 2 pages long.
- We care mostly about your current job training – please specify the exact company name, starting date, all tasks you had so far and departments you worked in, this is very important. Feel free to add relevant past internships as well.
- Please be honest about your English level and ask your teacher if you have any doubts about what level to indicate.
- Please include the short personal statement in the CV (and not in a separate document).
- Please do not write an identical personal statement than a classmate of yours, because we may send several CVs to the same company to choose from.
- Feel free to mention in “Interests” or a “skills” section if you have a strong interest in Marketing and if you have social media management skills (e.g. content creation, story/post creation, analysis of metrics, etc). You can also add your interests in Athens, its city life, history and culture if you wish.
- In the “skills” section add your main personality strengths/communication skills.
- It is recommended that you put a small photo of you in the CV.
- The CV below will give you guidance and an example of the different parts your CV should contain. You do not have to copy the same layout – but please include all mentioned sections of the CV (Personal Statement, Work Experience, etc). Some sections are marked as optional.

Name Surname

Photo (recommended)

Contact

Address:

Phone:

Email:

Languages

German – Native
English – A2 / B1 / B2 etc. or
“intermediate”, “advanced” etc.

Technical Skills

eg. MS Office (Word, Excel,
Powerpoint)
Adobe Photoshop

Social Media
Content creation
etc.

Driving License

Interests

- Eg. Football, dance, painting
- Greek culture, history

Personal Statement

A short summary (3-5 sentences) stating your main skills, career goals and the value you can bring to the company.

Work Experience (most to least recent)

Job Title – dates

Company Name, City

- Job task 1 (describe your responsibilities and tasks in keywords or full sentences. You can also mention which departments/ teams you assisted)
- Job task 2
- Job task 3

Job Title – dates

Company Name, City

- Job task 1
- Job task 2
- Job task 3

Education (most to least recent)

(please include your current vocational school and name of your studies)

Your Current Degree Title - dates

University/College name – City

Significant courses: Mention relevant courses to the position/ industry you are applying to (optional)

High School Diploma - dates

School name – City

Main skills (examples)

(can also be renamed “Communication Skills”)

- Project management
- Customer support
- Teamwork
- Data entry
- Office management
- Social Media

Free Section (optional)

(can be named “Volunteering”, “Online Courses” etc.)

Your role/Course Title – *Name of Organization* - dates