



Preparation phase

Training for CV and cover letter





Preparation phase

Before you start writing your CV and cover letter, you should carry out some preparatory tasks.

- + Check the job add and don't fall for teasers
- + Be aware of employers expectations
- + Identify your own strength and weaknesses



Check the job add

When you read through job ads, please focus on the following aspects:

- **Attractive job offers:**

- + The description of the job position should be concrete and clear. Be aware of squishy descriptions. The more information the better! This shows that the advert is reliable.
- + In general one can say that companies which invest more time in the recruitment process also invest more in placing of job adverts.

- **Adverts from recruitment consultants:**

- + This is also a sign of reliable recruitment possibilities, otherwise a company would not use the service of a personal recruiter.

- **Useful hints:**

- + Create a checklist for job ads - does the advertisement answer all your questions?
 - + Read the text carefully! This is also positive for the job interview - the human resource manager can see that you are really interested in the position.
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Don't fall for teasers in job adds

- + The more tempting an employment advertisement, the more wary you should be. Try to get as much additional information as possible!
 - + Try to figure out if the mentioned wage is realistic – often the maximum (including varying provisions) is specified.
 - + The salary is the only information given in the advertisement. There is no information about the company or the position itself.
 - + Be careful if you are asked to pay for more information about the job. The information delivered then is often useless and has nothing to do with a concrete job offer (e.g. Ponzi scheme).
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Skills and attributes that employers expect from applicants

The Competences+ team has identified a number of skills and attributes that usually are important for employers, regardless of the sector or job position that you are applying for. Those are:

- + Motivation
- + Team-orientation
- + Effective communications
- + Understanding and performing
- + Adapting easily to a new situation

This means that the employer expects to have an employee in his company who is motivated, who quickly understands attributed tasks, who knows how to adapt to new situations. In order to carry out his tasks, he must be able to work in a team and communicate effectively.



Make sure to **cover those aspects in your CV and cover letter to present yourself as a worthy employee.**



Identify your own strength and weaknesses

Writing a good CV and cover letter is usually a challenge for everyone. But people often struggle not only with the “how to write” a CV and cover letter (rules, formatting,...) but with the “what to write” in a CV and cover letter.

It is very helpful if you reflect on your personal strength and weaknesses before starting to write the above documents to get an idea what you can write about.

Reflect on different areas of your past:

- + your studies
- + former jobs
- + your mobility experiences
- + volunteering experiences
- + your personal life

What are you good at? What's easy for you? What kind of tasks or situations do you usually avoid?

Competences spider as helpful tool

You can use the competence spider tool on this website to do a quick assessment of your competences using an online questionnaire. This will give you an overview of your competence levels within the 8 European Key Competences for Lifelong Learning.




- + Communication in the mother tongue
 - + Communication in foreign languages
 - + Mathematical competences and basic competences in science and technology
 - + Digital competence
 - + Learning to learn
 - + Social and civic competences
 - + Cultural awareness and expression
 - + Sense of initiative and entrepreneurship
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COMPETENCES



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