Activity: Write and Discuss

Try to write your own job application

You can choose what kind of job you would like to apply to:

Option 1:

Search for a real job add that interests you and write a cover letter for this job!

Option 2:

Think about your favourite job and write an unsolicited application!

Your task:

- Check the job add and don't fall for teasers (Only applicable for Option 1)
  See unit 1
- Be aware of employers expectations
  See unit 1 - check the job add and/or research the employer
- Identify your own strength and weaknesses
  See unit 1 - you can assess your competences with the "Competence Spider" on this website
- Write your CV
  See unit 2 - make sure to point out education or career milestones that show the employer that you fullfil their expectations
- Write a cover letter
  See unit 3 - make sure to capitalize on your competences and show the emplyoer that you fullfil their expectations
- Check your own social media presence
  See unit 4 - make sure that the publicly available content on your social media profiles is appropiate for a potential future employer to see.

Discuss the result of your work with your trainer and peers during the face-to-face training.