

IRTG-Workshop Job Application Training for Doctoral Students

7.7.2017, 09:00-13:00, Mittelwihl, France

In this workshop we will focus on the two essential parts of a successful job application: how to set up an outstanding CV and how to be selected in a job interview.

Goals

- Know how to prepare for your job application during your PhD: What to do when?
- Know how to apply professionally: CV, Cover Letter and job interview

Content

- Know how your CV / resume and Cover Letter should look like
- Know how to behave in a job interview
- Train job interview situations
- Get answers to your questions

Required preparation

- Bring a current CV of yours printed out twice (single-sided) to the seminar
- You will do a “test job interview”: think about a specific institution and position where you will apply. Prepare how you would answer these three questions – using the course handout:
 - “Please, tell us something about yourself!”
 - “What would you consider as your biggest weakness?”
 - “Why should we select you?”
- Bring a video recording device if possible (smart phone is sufficient)
- You will find the handout four weeks prior to the course here:
https://www.dropbox.com/s/jsexkv81rzpvpps/mmsc_handout_job-application.pdf?dl=0

Methods

Trainer input, individual, partner, and group work, small exercises, group reflection; participants will give mutual feedback on their CVs and will get feedback to their performance in a “test job interview” by their peers in small groups.

Instructor Dr. Matthias Mayer, www.mmsc.de