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Erasmus+ Programme
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UNIVERSITÄT
DES
SAARLANDES

APPLICATION TRAINING CHERRY KENT

Masters LCT - Summer School

25 August 2020

Welcome!

Please switch your microphone off



INTRODUCTIONS



3 key questions:

- 1. Who is this lady?
- 2. Why is she here?
- 3. What will I learn?

1. WHO AM I?

- I am British and Luxembourgish (latter citizenship acquired in 2017)
- I speak fluent French, some German and enough Luxembourgish to pass the language test!!
- Secret skill: I can juggle!
Not on my CV 😊



2. WHY AM I HERE? MY BACKGROUND

- Degree in Human Resource Management with French (2:1, with Distinction in Spoken French)
- 5 years working at KPMG Luxembourg in HR Dept – international recruitment (lots and lots of CVs seen!)
- 5 years working at Clifford Chance in Luxembourg (– HR Manager (lots more CVs seen!)
- Summary: I have inside knowledge as an international recruiter and want to help!!



3. WHAT WILL I LEARN TODAY?!

- Some insider tips and advice for your CV based on my experience
- How to prepare an application pack that will help you find an internship
- How best to ensure you get interviews and one day, get your dream job!



THE TRAINING



3 key areas:

- 1. CV & covering letter
- 2. Interviews
- 3. FAQ

1. CV & COVERING LETTER INTRO

“Think of a covering letter as a glass of brandy. It’s a short measure, quite potent - you’ll know very quickly whether you like it or not, and it’s very easy to judge the quality.



A CV is more like a glass of wine. It’s a bit longer, and whilst, like brandy, it’s basically fermented fruit juice, it takes more time to grade, and probably a bit more skill.”



- David Welsh, Richmond Solutions

1. CV – FORMAT & LAYOUT

<p>Andy Example 12, Kirche Strasse D-22540 Stadt Germany Andy.example@gmail.de Tel: +49 123 456 789 15.08.95 German</p>	<ul style="list-style-type: none">Interim contract to assist with data entry for the Accounting department and work on the IT department's project to install new tax software – here I learned more SQL.
<p>PROFILE</p> <p>A serious and hardworking final year Bachelor student in Economics & Law at the University of Saarland in Germany, I am looking for an opportunity to work in an international law firm during my 6-month semester abroad and gain some understanding of the UK legal banking system. Through my studies, I have discovered that I have a strong work ethic, like taking on new challenges and being part of large-scale projects - plus I thrive on meeting tight deadlines! I really enjoy working in a multilingual setting and believe I will be able to bring my cultural awareness, language skills and knowledge of cross-border legal issues to the advantage of a global law firm. I am a confident and outgoing person with strong personal drive to produce quality work and ensure I add value during my next challenge.</p>	<p>Customer Assistant Aldi, Munich, Germany 13 January 2010 – 31 August 2012</p> <ul style="list-style-type: none">Worked principally as a Cashier during school holidays to assist during busy timesAssisted with replenishing stock and dealing with customer queries
<p>PROFESSIONAL EXPERIENCE</p> <p>Legal Intern Allen & Overy GmbH, Cologne, Germany 15 July 2015 – 30 September 2015</p> <ul style="list-style-type: none">Summer internship in the Banking & Finance department (25 lawyers, 3 Partners)Undertook research on the topic of Real Estate Investment Funds for Swiss clientsWorked in a team of lawyers attending conference calls with the US and Paris officesWas offered to return next Summer to continue my research on the topic of International Banking law, where I will write my thesis on "Regulation and Rates - Chaos to Order in post crisis setting" which I hope to publish through my university <p>Trust Officer Assistant Schmitt & Steinhäuser, Diekirch, Luxembourg 15 September 2014 – 26 December 2014</p> <ul style="list-style-type: none">Mandatory work experience assisting various lawyers with correspondence, minutes of board meetings, AGM's and setting up companies in a small team of 3.Used my French, German and English language skills daily in a multilingual setting <p>IT Assistant European Central Bank, Frankfurt, Germany 01 July 2013 – 30 July 2013</p>	<p>EDUCATION</p> <p>2013 – 2016 Saarland University, Saarbrücken, Germany Bachelor in Economics & Law (expected result of 80%)</p> <p>2012 – 2013 Ecole Supérieure du Havre, Normandie, France Erasmus year at French Business School (95% average grade)</p> <p>2009 – 2012 Lycée Franco-German, Munich, Germany Abitur (equivalent to A-level), passed with 80-95% for all subjects, Major in Maths & French</p> <p>COMPUTER SKILLS/FURTHER QUALIFICATIONS</p> <p>Microsoft Office Applications: Word, Excel, PowerPoint, PeopleSoft, Bloomberg, SQL.</p> <p>Evening classes or other training, or skills this can be anything from swimming certificates to further education to qualified snowboard teacher, often something of relevance to the job.</p> <p>HOBBIES & INTERESTS</p> <p>Reading: Crime novels, currently reading Tony Parsons' 'Slaughter Man'. Cinema: I enjoy European and alternative movies, particularly films by Director Luc Besson. Jogging: I took part in a 10k City Jogging/Race for Life charity run in November 2015 Cooking: Passed my A1 and A2 exams, Attended 3 day course "How to make sushi" in May 2012</p> <p>LANGUAGES</p> <p>German: Mother tongue French: Fluent (studied for 3 years and spent 1 year abroad as part of exchange programme) English: Fluent (studied for 10 years and passed the latest international test at level 95%)</p> <p>REFERENCES</p> <p>Available upon request</p>

1. CV – FORMAT & LAYOUT

No need to write 'CV'

Andy Example

12, Kirche Strasse
D-22540 Stadt
Germany

Andy.example@gmail.de
Tel: +49 123 456 789
15.08.96
German

Obviously an email address!

PROFILE

A serious and hardworking final year Bachelor student in Economics & Law at the University of Saarland in Germany, I am looking for an opportunity to work in an international law firm during my 6-month semester abroad and gain some understanding of the UK legal banking system. Through my studies, I have discovered that I have a strong work ethic, like taking on new challenges and being part of large-scale projects - plus I thrive on meeting tight deadlines! I really enjoy working in a multilingual setting and believe I will be able to bring my cultural awareness, language skills and knowledge of cross-border legal issues to the advantage of a global law firm. I am a confident and outgoing person with strong personal drive to produce quality work and ensure I add value during my next challenge.

Focussed statement on what you are looking for, and your key attributes

PROFESSIONAL EXPERIENCE

Legal Intern
Allen & Overy GmbH, Cologne, Germany
15 July 2015 – 30 September 2015

1. CV – FORMAT & LAYOUT

PROFESSIONAL EXPERIENCE

Legal Intern

Allen & Overy GmbH, Cologne, Germany

15 July 2015 – 30 September 2015

- Summer internship in the Banking & Finance department (25 lawyers, 3 Partners)
- Undertook research on the topic of Real Estate Investment Funds for Swiss clients
- Worked in a team of lawyers attending conference calls with the US and Paris offices
- Was offered to return next Summer to continue my research on the topic of International Banking law, where I will write my thesis on 'Regulation and Rates - Chaos to Order in post crisis setting' which I hope to publish through my university

Trust Officer Assistant

Schmitt & Steinhauser, Diekirch, Luxembourg

15 September 2014 – 26 December 2014

- Mandatory work experience assisting various lawyers with correspondence, minutes of board meetings, AGM's and setting up companies in a small team of 3.
- Used my French, German and English language skills daily in a multilingual setting

IT Assistant

European Central Bank, Frankfurt, Germany

01 July 2013 – 30 July 2013

- Interim contract to assist with data entry for the Accounting department and work on the IT department's project to install new tax software – here I learned more SQL

Customer Assistant

Aldi, Munich, Germany

13 January 2010 – 31 August 2012

- Worked principally as a Cashier during school holidays to assist during busy times
- Assisted with replenishing stock and dealing with customer queries

Reverse chronological order

Bullet points; shortened sentences

Include summer jobs, traineeships, temporary work – critical for teaching & SLT posts

1. CV – FORMAT & LAYOUT

EDUCATION

2013 – 2016 Saarland University, Saarbrücken, Germany
Bachelor in Economics & Law (expected result of 80%)

2012 – 2013 Ecole Supérieure du Havre, Normandie, France
Erasmus year at French Business School (95% average grade)

2009 – 2012 Lycée Franco-German, Munich, Germany
Abitur (equivalent to A-level), passed with 80-95% for all subjects. Major in Maths & French

Reverse chronological order;
e.g. Erasmus studies may help
demonstrate your language
skills

COMPUTER SKILLS/FURTHER QUALIFICATIONS

Microsoft Office Applications: Word, Excel, PowerPoint, PeopleSoft, Bloomberg, SQL

Evening classes or other training, or skills this can be anything from swimming certificates to further education to qualified snowboard teacher, often something of relevance to the job.

Include any further training
that may be relevant to the
position

HOBBIES & INTERESTS

Reading: Crime novels, currently reading Tony Parsons' 'Slaughter Man'

Cinema: I enjoy European and alternative movies, particularly films by Director Luc Besson

Jogging: I took part in a 10k City Jogging/Race for Life charity run in November 2015

Cooking: Particularly Asian cuisine. Attended 3 day course "How to make Sushi" in May 2012

As well as showing your
human side, this section may
be a talking point at interview

LANGUAGES

German: Mother tongue

French: Fluent (studied for 3 years and spent 1 year abroad as part of exchange programme)

English: Fluent (studied for 10 years and passed the latest international test at Level 95%)

Do include your mother
tongue; most fluent language
first; mention any time spent
abroad

REFERENCES

Available upon request

Three words are all you need
here!

1. CV – TONE & CONTENT

- ▶ Absolute honesty throughout! But... ;-)
- ▶ Tailored to the position
 - ▶ personal profile clarifies the elements of your current position and key attributes, that relate directly to the job
 - ▶ CV tailored to highlight the most relevant elements
- ▶ Emphasis on transferable skills and competencies
 - ▶ use bullets to highlight key achievements in each section

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15 July 2015 – 30 September 2015

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- Used my French, German and English language skills daily in a multilingual setting

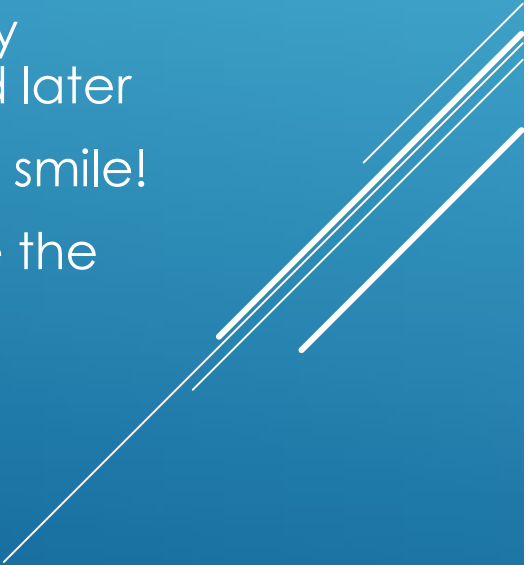
1. CV – TIPS & ADVICE

- ▶ Use of logos and/or icons – can make an impact visually



- ▶ Use of colour – do choose a theme and also ensure it prints well in black & white (I like Canva.com)
- ▶ Refer to your online profile. LinkedIn is most helpful here.
- ▶ Spell-check it, print it and ask a friend to check it looks OK
- ▶ Save it as a relevant name e.g. 'Andy Example CV – Toll Bank', not just anon style 'CV version 1(1)' in PDF and include covering letter and CV together as a pack

1. CV – WHAT TO AVOID


- ▶ Too much text, too much detail, this is your ticket to an interview where they can ask more questions (travel documents on to the next stage). And you want to travel!
 - ▶ Too much personal information, e.g. if married, have children, what parents do, passport ID number, siblings, pets... ;-)
 - ▶ No need to add a date to the bottom – saves space and is implicit that it is current. Date required on letter.
 - ▶ No signature, it is assumed it is you and therefore irrelevant
 - ▶ No references or Zeugnis pack or references – only ‘references available on request’. May be verified later
 - ▶ Unprofessional photos or inappropriate dress – just smile!
 - ▶ Avoid language around your skills which may give the impression of arrogance...
- 

1. CV – WHAT TO AVOID

If called to interview
I would like to discuss
the benefits and
salary




Through his studies,
work and voluntary
roles he has required
the ability to meet
deadlines while
maintaining a high
standard of work




▶ Examples in Profile section

I would love a
career with your
firm in order to
improve my
English



During my degree I
successfully combined my
studies with other
commitments, showing
myself to be motivated,
organised and capable of
working under pressure



1. CV: LOOKS SOMETHING LIKE THIS:

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CV EXAMPLES FROM CANVA.COM

CAN BE PERSONALISED!



CIA RODRIGUEZ
HIGH SCHOOL GRADUATE

WORK EXPERIENCE

Magazine Contributor
The Kyobi Style Mag | 2019 - 2020

- Contributed articles about fashion and lifestyle monthly
- Wrote reviews of beauty products
- Helped the editors organize and design the magazine

Teacher's Assistant
Beechtown High School | 2018 - 2019

- Helped the teacher create daily lesson plans
- Organized and filed examinations
- Collected daily assignments from students
- Monitored attendance

ACADEMIC HISTORY

Beechtown High School
Class of 2020 | Consistent Honor Student

- Editor-in-Chief, The Official School Paper
- President, The Writers Circle
- Member, The Debate Society
- Member, The Literature Club
- Member, The Dance Club

Kyobi Elementary School
Class of 2016 | Batch Valedictorian

- Editor-in-Chief, The Official School Paper
- Member, The Writers Club
- Member, The Young Debate Club
- Member, The Math Team
- Member, The Dance Club

MAIN OBJECTIVE

I am a high school graduate who hopes to obtain a full academic scholarship that can help me pursue a degree in journalism. I'm interested in news writing.

ACCOMPLISHMENTS

- Best Staff Writer (2020)
- Best Book Report (2020)
- Most Promising Young Writer (2019)
- Best Investigative Report (2018)
- Best News Writer (2017)

CONTACT DETAILS

Home: 123-456-7890
Cell: 123-456-7890
hello@reallygreatsite.com
www.reallygreatsite.com
123 Anywhere Street, Any City, State, Country 12345

MAIN INTERESTS

- Journalism
- Investigative Reporting
- Filmmaking
- Documentaries
- Feature Writing
- Fashion and Lifestyle
- Art
- Music
- History
- Architecture



CHERRY KENT
FREELANCE HR TRAINER

WORK EXPERIENCE

Magazine Contributor
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- Best Investigative Report (2018)
- Best News Writer (2017)

CONTACT DETAILS

Cherry.kent19@gmail.com
621 437 486
LinkedIn.com/in/cherry-kent-a664694

MAIN INTERESTS

- Journalism
- Investigative Reporting
- Filmmaking
- Documentaries
- Feature Writing
- Fashion and Lifestyle
- Art
- Music
- History
- Architecture

I am not affiliated with canva.com but recommend looking at their CV (resume) templates for style inspiration, also google documents and Adobe Illustrator have similar options

Richard Sanchez

COLLEGE STUDENT



Work History

PERSONAL TRAINER

Jung BAKS Membership Gym | 2018 - present
Assisted a number of clients through daily workout programs geared toward their personal fitness goals with accompanying well-researched diet plans.

FOOTBALL TEAM CAPTAIN

Beechtown High School | 2016 - 17
Ensured high morale and quality sportsmanship among all members of the football team and assisted in making appropriate strategies and training regimens.

Education History

AH BIJOU STATE UNIVERSITY

Football Varsity Player | 2018 - present
- Currently majoring in Business Administration with a minor in Sociology
- Joined the ABSU Football Team in 2019
- Joined the ABSU Business Society in 2018

BEECHTOWN HIGH SCHOOL

Football Team Captain | 2013 - 2017
- Graduated with a 3.7 GPA
- Football Team Captain from 2015-2017
- Won 3rd Place in the 11th BHS Science Fair
- Named Most Likely to Succeed in Class of 2017

Personal Profile

I am a college student with a great passion for all things football on and off the field, and I intend on working towards a career in the same industry.

Contact Details

123 Anywhere St., Any City, State,
hello@realygreatsite.com
www.realygreatsite.com
Mobile No.: 123-456-7890
Home No.: 123-456-7890

Championship Wins

- Silton North Football Cup Champion (2017)
- Kidding State Football Champion (2017)
- Most Valuable Player of Beechtown (2016)

Notable Skills

- Football refereeing and coaching
- Speaking about mental toughness
- Working knowledge about start-up
- Fitness and health training

PERSONAL SUMMARY

Hi! I am a hardworking, collaborative, and results-driven operations manager well-versed in improving processes and strengthening compliance.

SPECIALIZATIONS

Six Sigma & Lean Methodologies
Turnaround & Change Management
Design for Manufacturability (DFM)
Team Supervision & Training
Supply Chain Management

CONTACT INFORMATION

Home: 123-456-7890
Cell: 123-456-7890
Email: hello@realygreatsite.com
Address: 123 Anywhere Street, Any City, State,
Country: 12345
LinkedIn: @realygreatsite

MY REFERENCES:

Brian Miranda
President, Monerka Financial Group
hello@realygreatsite.com
Scott Lambert
COO, Zim & Core Company
hello@realygreatsite.com

HOWARD ONG

OPERATIONS MANAGER

CAREER SUMMARY

Lead Operations Officer

Monerka Financial Group | May 2020 - Present
- Develops and executes tactical plans and financial strategies for several projects.
- Provides direction to the finance, operations, and IT departments.

Operations Support Staff

Zim & Core Company | May 2018 - April 2020
- Assisted the HR Department with hiring, training, and coaching new employees.
- Developed the training manual currently being utilized by the company.

ACADEMIC HISTORY

Austfham University

Master of Science in Manufacturing Engineering
- September 2018 - May 2020
- Graduated Cum Laude
- Excelled in Product Design coursework
- 2nd Runner Up for the Best Thesis Award
- GPA 3.0

San Dias University

Bachelor of Science in Manufacturing Technology
- September 2014 - May 2018
- Graduated Magna Cum Laude
- Excelled in Operations Strategy coursework
- 1st Place, San Dias MET Competition 2017
- GPA 3.7



JACQUELINE THOMPSON

GRAPHIC DESIGNER

PERSONAL PROFILE

I'm an experienced graphic designer heavily focused on layout design and illustration. I package my creativity alongside my strong work ethic.

CAREER HIGHLIGHTS

- Awarded best designer at the Beechtown Design Awards
- Led multiple award-winning campaigns
- Featured in San Dias Tribune's "Designers to Watch"

CONTACT INFORMATION

Cell: (123) 456 7890
Home: (123) 456 7890
Email: hello@realygreatsite.com
Portfolio: www.realygreatsite.com
Address: 123 Anywhere Street, Any City

MY REFERENCES

Julia Lloyd, Heiman Creative Labs
(123) 456 7890
hello@realygreatsite.com
Ralph Hudson, Dionson Advertising Group
(123) 456 7890
hello@realygreatsite.com

WORK HISTORY

Senior Graphic Designer

Heiman Creative Labs, 2020 to Present
- In charge of leading the team in conceptualizing campaigns
- Handles all layout and design proposals
- Ensures brand guidelines are followed in all projects

Graphic Designer

Dionson Advertising Group, 2016 to 2020
- Designed various marketing collaterals for clients
- Attended brainstorming meetings to provide creative input
- Delivered striking and compelling designs

PREVIOUS EDUCATION

Longoria University

Bachelor of Arts in Visual Communication, 2015
- Maintained a 3.8 GPA
- Graduated with honors
- Head of the Graphic Design Circle
- University Magazine Creative Director
- Varsity member of the softball team

Creekroad High School

High School Diploma, Class of 2011
- Maintained a 4.0 GPA
- Graduated Valedictorian
- Co-founder and President of the Creekroad Graphic Design Society
- Managing Editor for the yearbook

I am not affiliated with canva.com but recommend looking at their CV (resume) templates for style inspiration, also google documents and Adobe Illustrator have similar options

BREAK 10 MINS



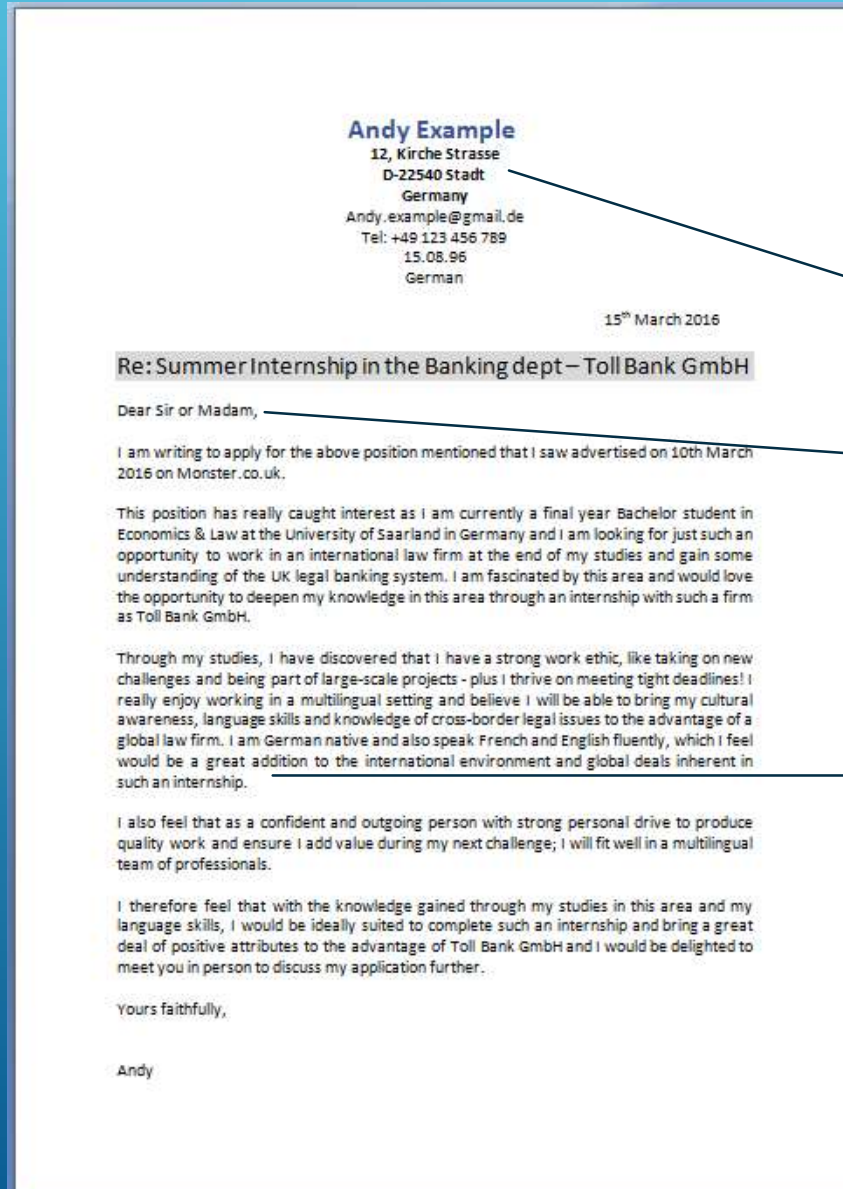
Challenge 1 :

- Who has a skill that can be shown live on Zoom?
- Answer in chat and I will choose one after the break
- See you soon 😊

1. COVERING LETTER – FORMAT & LAYOUT

<p>Andy Example 12, Kirche Strasse D-22540 Stadt Germany Andy.example@gmail.de Tel: +49 123 456 789 15.08.96 German</p>
<p>15th March 2016</p> <p>Re: Summer Internship in the Banking dept – Toll Bank GmbH</p> <p>Dear Sir or Madam,</p> <p>I am writing to apply for the above position mentioned that I saw advertised on 10th March</p>
<p>This position has really caught interest as I am currently a final year Bachelor student in Economics & Law at the University of Saarland in Germany and I am looking for just such an opportunity to work in an international law firm at the end of my studies and gain some understanding of the UK legal banking system. I am fascinated by this area and would love the opportunity to deepen my knowledge in this area through an internship with such a firm as Toll Bank GmbH.</p>
<p>Through my studies, I have discovered that I have a strong work ethic, like taking on new challenges and being part of large-scale projects - plus I thrive on meeting tight deadlines! I really enjoy working in a multilingual setting and believe I will be able to bring my cultural awareness, language skills and knowledge of cross-border legal issues to the advantage of a global law firm. I am German native and also speak French and English fluently, which I feel would be a great addition to the international environment and global deals inherent in such an internship.</p> <p>I also feel that as a confident and outgoing person with strong personal drive to produce quality work and ensure I add value during my next challenge; I will fit well in a multilingual team of professionals.</p>
<p>I therefore feel that with the knowledge gained through my studies in this area and my language skills, I would be ideally suited to complete such an internship and bring a great deal of positive attributes to the advantage of Toll Bank GmbH and I would be delighted to meet you in person to discuss my application further...</p> <p>Yours faithfully,</p> <p>Andy</p>

1. COVERING LETTER – FORMAT & LAYOUT



Maximum one page & 3-4 main paragraphs

Format & layout match your CV

Use a specific name if known... in which case, sign off with 'Yours sincerely'

Focus on what you can offer, rather than talking about the firm

1. COVERING LETTER – TONE & CONTENT

- ▶ As a direct communication to your potential employer, the covering letter is an opportunity to:

set a friendly tone & give a personal touch to your application

highlight key points of your CV

Andy Example
21, Kirschstrasse
D-22468 Stapel
Germany
Andy.komple@gmail.de
Tel: +49 224 6789
15.08.96
German

12th March 2008

Re: Summer Internship in the Banking dept – TollBank GmbH

Dear Sir or Madam,

I am writing to apply for the above position mentioned that I saw advertised on 10th March 2008 on [kloster.co.uk](#).

This position has really caught interest as I am currently a final year Bachelor student in Economics & Law at the University of Saarland in Germany and am looking for just such an opportunity to work in an international law firm at the end of my studies and gain some understanding of the UK legal banking system. I am fascinated by this area and would love the opportunity to deepen my knowledge in this area through an internship with such a firm as Toll Bank GmbH.

Through my studies, I have discovered that there is strong work ethic, the taking on new challenges and being part of large-scale projects – plus I thrive on meeting tight deadlines! I really enjoy working in a multicultural setting and believe I will be able to bring my cultural awareness, language skills and knowledge of cross-border legal issues to the advantage of a global law firm. I am German native and also speak French and English fluently, which I feel would be a great addition to the international environment and global deals inherent in such an internship.

I also feel that as a confident and outgoing person with strong personal drive to produce quality work and ensure I add value during my next challenge, I will fit well in a multicultural team of professionals.

I therefore feel that with the knowledge gained through my studies in this area and my language skills, I would be ideally suited to complete such an internship and bring a great deal of positive attributes to the advantage of Toll Bank GmbH and you would be delighted to meet you in person to discuss my application further.

Yours faithfully,
Andy

demonstrate your professional writing style

explain e.g. gaps in your employment history

1. COVERING LETTER – TONE & CONTENT

Andy Example
12, Kirche Strasse
D-22540 Stadt
Germany
Andy.example@gmail.de
Tel: +49 123 456 789
15.08.96
German

15th March 2016

Re: Summer Internship in the Banking dept – Toll Bank GmbH

Dear Sir or Madam,

I am writing to apply for the above position mentioned that I saw advertised on 10th March 2016 on Monster.co.uk.

This position has really caught interest as I am currently a final year Bachelor student in Economics & Law at the University of Saarland in Germany and I am looking for just such an opportunity to work in an international law firm at the end of my studies and gain some understanding of the UK legal banking system. I am fascinated by this area and would love the opportunity to deepen my knowledge in this area through an internship with such a firm as Toll Bank GmbH.

Through my studies, I have discovered that I have a strong work ethic, like taking on new challenges and being part of large-scale projects - plus I thrive on meeting tight deadlines! I really enjoy working in a multilingual setting and believe I will be able to bring my cultural awareness, language skills and knowledge of cross-border legal issues to the advantage of a global law firm. I am German native and also speak French and English fluently, which I feel would be a great addition to the international environment and global deals inherent in such an internship.

I also feel that as a confident and outgoing person with strong personal drive to produce quality work and ensure I add value during my next challenge; I will fit well in a multilingual team of professionals.

I therefore feel that with the knowledge gained through my studies in this area and my language skills, I would be ideally suited to complete such an internship and bring a great deal of positive attributes to the advantage of Toll Bank GmbH and I would be delighted to meet you in person to discuss my application further.

Yours faithfully,

Andy

First line – where you learnt of the job

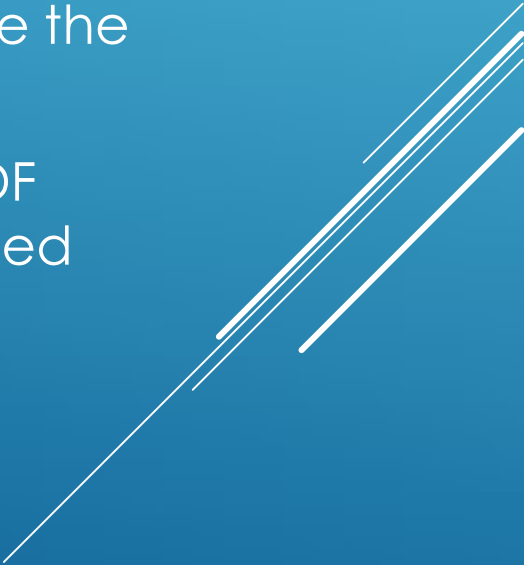
- Opening paragraph:
- i. current status
 - ii. what you are looking for
 - iii. why you find this position particularly interesting and suitable

2nd paragraph:
why you / your background would be particularly well-suited to the role

3rd paragraph:
personal qualities & perhaps availability

summary & offer of availability for interview

1. COVERING LETTER – TIPS & ADVICE

- ▶ Tailor the covering letter to each opportunity – your CV will have more fixed points, but your covering letters should be individual to the role and should answer the question ‘why should I see you?’
 - ▶ Before sending, double-check the company name and position details etc. are correct – leaving in details from your previous application will likely lead to rejection, as will spelling any names incorrectly
 - ▶ The company already knows what they do – use the opportunity to talk about yourself!
 - ▶ Send your covering letter and CV as a single PDF document, to ensure they are reviewed or printed together. Even if you apply on a website/online
- 

1. COVERING LETTER – WHAT TO AVOID!

- ▶ Spelling or grammatical errors – find a native speaker to review both CV and covering letter – minimal tolerance for errors, even if not your mother tongue

I am writing to apply for the above position mentioned that I saw advertised on 10th March 2016 on Monster.co.uk.

- ▶ In most sectors, your application is not the place to demonstrate your creativity – more freedom where directly relevant to the job e.g. Marketing or PR
- ▶ Too many clichés – use your own words
- ▶ Avoid emojis / smiley faces, and casual abbreviations ('LOL'), as you would in any business correspondence

1. COVERING LETTER – NOW LOOKS SOMETHING LIKE THIS:

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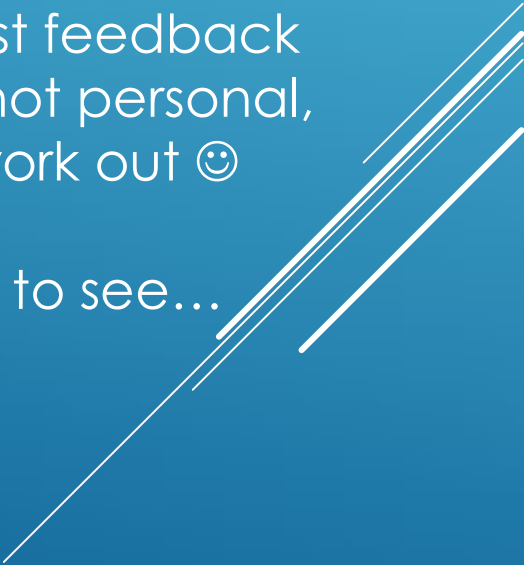
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Yours faithfully,

Andy

1. YOU HAVE YOUR TICKETS! BRAVO!

- Home Truth: You have to apply a lot to get any response at all, but don't give up. Aim to apply to 20 companies (October), then another 20 (November), then another 20 (January). Then wait!
 - Home Truth: use your network, many people still get jobs through friends of friends, family, relatives, don't be afraid to use it
 - Home Truth: companies don't like to give honest feedback about why you were rejected, its awkward, its not personal, its complicated, just never give up as it will all work out 😊
 - So what have we learned today? Here is a quiz to see...
- 

QUIZ TIME!

How long should my CV be?

2 pages maximum!

Should I include references?

No - simply say 'References available upon request'

Do I have to include every job I ever did, to avoid gaps in my employment history?

Not necessarily, if not relevant to the position, but recent gaps should be explained

Do I always need a covering letter?

Yes, even when applying through a structured website, always send pack

QUIZ TIME!

What do I say about my expected degree result?

“I am on course to achieve...”

I have limited work experience and/or hobbies, how should I handle this?

Look to identify transferable skills, even if you only did bar work and babysitting, include it!

How do I cover my ‘salary expectations’?

You don't! Best avoided at the application stage, unless it is specifically requested by the employer

My CV is a little outdated, can I use it anyway?

Finding the right job/internship is important, so it's worth investing the time to prepare a tailored, up-to-date and professional looking application. 😊

* See LinkedIn CV GIF – new to me and “just saying”

SUMMARY PART 1

- Look at Canva.com, Google documents, Adobe Illustrator etc for inspiration. Spend time investing in your CV – once prepared, you have them as a template for life and should only need small changes in the future and for each new experience and achievement.
- You have a wonderful situation doing this European Masters Program LCT. You are free to find your passion and pursue it. Show off your motivation, use your tickets and go for it 100%
- Summer School is a great programme and opportunity to get to know each other, build your network, find your interests, learn new skills and get great advice. Enjoy it!

And the next step in the process is job interviews...

BREAK 10 MINS



Challenge 2:

- Draw a vegetable!
- Answer in chat: ' if you were a vegetable which one would you be & why?'
- See you soon 😊

INTERVIEWS



Part 2:

- Interview practice
- Volunteers required, raise your hand
- 3 practice sessions (classic style, competency based and random!)


INTERVIEWS



Classic :

- 30-45 minutes with HR +1 person from dept
- Friendly chat and no trick questions
- Treat it like a date!
- Lets go and others give feedback & questions in the chat

2.1. CLASSIC INTERVIEW: FEEDBACK

- Smile, relax and enjoy it – you are nearly there AND you are the hot date!
 - Be honest, be human, be yourself – a chance to tell your story and sell yourself
 - Mention that you have other interviews if you can. Use your 'tickets' to get 3 or 4 interviews.
- 

INTERVIEWS



Competency-based :

- 1 hour with HR + psychometric test
- Skill set/experience based discussions
- STAR Methodology!

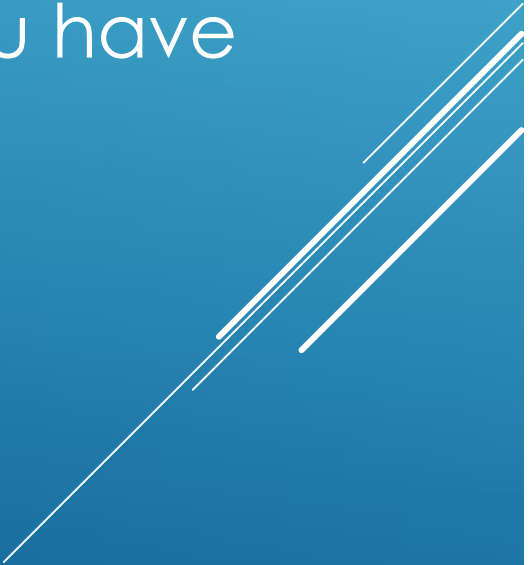
- Lets go and others give feedback & questions in the chat

2.2. COMPETENCY INTERVIEW: STAR

- STAR METHOD:
 - Situation - I was a Saleswoman in a shop
 - Task- I was responsible for Summer Sales
 - Actions - I planned items to be promoted, trained the sales team
 - Results - Everything done on time, items easy to find, well presented, increased profits 15%!



2.2. COMPETENCY INTERVIEW: FEEDBACK

- Have examples pre-prepared based on real life stories, in life, not just work or experience
 - Take time to think and communicate this openly
 - Explain it is your first experience and that is the most interesting interview you have had so far!
- 

BREAK 10 MINS



Challenge 3:

- Tell us an interview story!
- Answer in chat: 'Have you ever got a job/internship from online interview alone? '
- See you soon 😊

SUMMARY PART 2

- Be prepared to talk through your CV, answer the dreaded strengths/Weaknesses, and have some life experiences you can draw upon and use when asked (STAR, hobbies)
- Relax and enjoy the time getting to know the people, ask questions. Be positive, light & breezy, just like a first date
- Mention you have other interviews, or when you are in the home country. Mention your research on the company.
- You should hear within the month, either second round interviews, rejection ora job offer!! Result: Who-hoo!

Take the job you prefer, learn & have fun and if you don't like it, just repeat steps 1 and 2 ;-)

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

INTERVIEWS



Random :

- Unprepared, nervous interviewers or trying too hard
- Circumstances beyond your control
- Treat it like a date!

- Lets go and others give feedback & questions in the chat

FAQ



Part 3:

- What about my social media?
- Should I put a photo on my CV?
- Should I wear a tie during an online interview?
- Should I accept a drink – in person?
- Is European Pass acceptable?

FAQ

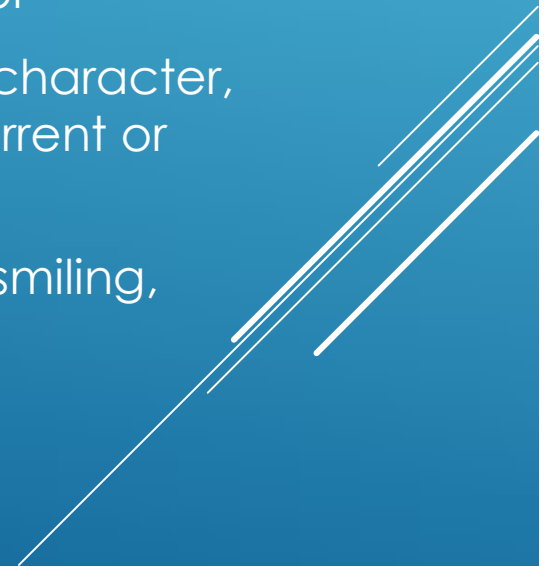


Part 3:

- Questions on chat...
- New questions, feel free to open mics 😊
- Get connected with me on LinkedIn or send me your CV.
- Cherry.kent19@gmail.com

MANAGING YOUR ONLINE PROFILE

- ▶ LinkedIn is the default:
 - ▶ assume your profile will be checked
 - ▶ make sure it is up to date and complete
 - ▶ include a good professional photo
- ▶ Xing is generally for German job markets
- ▶ Facebook / Twitter / Instagram etc.
 - ▶ may be checked, probably on a superficial level
 - ▶ no need to remove all traces of your individual character, but is there anything you wouldn't want your current or future employer to see?
 - ▶ does your profile pic make you appear happy, smiling, confident?



THANK YOU! 😊

- Best of luck.
- You have something to offer the world!
- Enjoy your Masters program and the rest of the Summer School

