

KettingCoaching

Apply successfully, for academics with non-academic ambitions.

Part 1 The written application; application documents (cover letter and resume)

Written and verbal self-presentation is essential for a fulfilling career, nowadays. It is not enough to be good; it is more important that others also experience it.

How do you design your application documents as your visiting card? Which application documents suit the sector / the job and which application documents suit you?

Contents:

- *The application procedure: Differences between science and business*
- *Your professional profile; personal interests, qualities, experience*
- *Differences between science and business CVs as well as intercultural factors*
- *Adapt documents to branches, job advertisements as well as corporate culture*

Part 2: The oral application; Conducting job interviews

Written and verbal self-presentation is essential for a fulfilling career, nowadays. It is not enough to be good; it is more important that others also experience it.

How do you conduct an interview at eye level? What questions should you be sure to prepare for? And which of your own questions should you get answered during the interview?

Contents:

- *Structure and aims of job interviews: differences academic and non-academic.*
- *Typical questions in job interviews for the non-academic job market*
- *Prepare and conduct job interviews*
- *Self-marketing; self-evaluation and external perception*

We recommend that you attend the workshop "The written application; cover letter and resume" before attending the workshop "The oral application; conducting job interviews". It is not mandatory, but it is recommended.