

## Tailor Made Job Applications: How to Apply for a Job and be Hired

### Objective

The course will provide participants with an overview of employment opportunities available for them. They will figure out which strategies they can apply to find a job that matches their profile. Participants will also learn more about the career options that different occupational fields can offer.

### Description

Participants will develop individual job application strategies based on their personal and professional background and employment options.

The relevant criteria that are obligatory for a written job application will be covered. Participants will also be given the opportunity to have their application documents analyzed and optimized in an individual online coaching session with the trainer.

One particular session of the workshop will deal with the job interview. Which aspects should an interviewee pay special attention to, and what are the elements of a typical job interview?

Finally, participants will act out particular aspects of a job interview to feel more confident in these situations.

Contents:

- My job profile and employment options
- Career prerequisites and preferred qualifications according to HR
- The various phases of an application process
- My individual application strategy
- How to structure and present application documents in such a way that they appeal to potential employers
- Main aspects of a successful job interview

### Methodology

- Brief presentations
- Discussions in (small) groups
- Resource oriented coaching exercises

### Trainer



**Matthias Merkelbach, M.A.**  
Impulsplus, Köln

- Professional coach and workshop leader
- Works regularly at University Heidelberg, MPI Magdeburg, ETH Zürich, Max-Delbrück-Centrum Berlin, HHU Düsseldorf, KIT Karlsruhe, etc.
- Author of various textbooks in the area of German for Professional Purposes (e.g. Fokus Deutsch: Erfolgreich in Alltag und Beruf /C1, 2019) and editor of a Technical English textbook (2005)
- Until 2011: Director of Studies for language training institute ISD - Sprachen & Kommunikation, Stuttgart, focussing on educational services for German and international companies

### Organizational Information

Language / Format	English / On campus
Target group	Advanced Doctoral Candidates and Postdocs from all faculties
Date	Thursday-Friday, 7-8 December 2023, 9:00 – 17:00
Registration	<a href="#">For registration click here</a>