

Individual Coaching

CV and Cover Letter Check

Organizational Details

Instructor:	Dipl. Sowi. Iris Heilgendorf, Guidance officer at Hochschulteam, Arbeitsagentur Gießen
Date:	November 8 th , 2018, 45 minutes between 9.00 and 12.45 h for each participant
Location:	Room 4 (AUB4), Alte Universitätsbibliothek, Bismarckstraße 37, 35390 Gießen
Max. Participants:	5

Objectives

Optimization of your documents

Content & Methods

Applying seems to be really simple – you google some samples CVs, insert your personal data, optimize your content a little bit and that's it, right?

But there is still one question left open: Is my application good enough, so I get the invitation to an interview?

This point is reached by most applicants no matter how experienced they are with applications.

We consider „Application-Trends“ as well as estimations of HR-Personnel and employers to advise you with your documents. We will give you an individual feedback to the structure and content of your CV and cover letter.

Therefore we work on details of your argumentation, so the reader will be able to really understand what your goal with this application is and that you are just the right person for the job.

We will empower you to transfer this knowledge individually to your upcoming applications.

Method: Individual Coaching

Target Group & Course Language

This Coaching is aimed at doctoral students and Post-Docs at GGS

Conditions: **Bring along your printed (!)** documents such as job advertisement and the referring CV and cover letter

Course Language: German and English

Please register by October 29, 2018 via e-mail at info@ggs.uni-giessen.de by specifying your preferred time slot.