

	<p><b>Job Application Training for PhD Students</b> <b>April 5, 2018</b> Financed by the DAAD with funds from the Federal Foreign Office</p>	
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The content of the seminar comprises the following seven modules:

1. What are your strengths and weaknesses? How are these perceived by others?
2. What makes a good covering letter? What should you include and what not?
3. The differences between the German and English CV - what is permitted and what is forbidden?
4. The psychology of job applications
5. Typical interview questions
6. How to answer these questions
7. Video analysis of mock interview situation and peer critique, self-critique and trainer critique

### **Target audience**

PhD students, postdocs

Participants with at least intermediate-level English (B1-B2)

### **Topics**

- Participants learn how to write a good covering letter in English
- Participants learn about the differences between a German and English CV and produce their own CV in English
- Participants learn how to deal with difficult interview questions through role-plays in English

All materials for the course will be provided on the day of the seminar and will also be available electronically. It will be helpful if you can bring a laptop and your existing CV to the seminar.

### **Term and Application**

- April 5, 2018, 10am – 5pm
- Venue: 06120 Halle (Saale), von-Seckendorff-Platz 1, Kolloquiumsraum 5.10 (in the attic)
- Group size: maximum 10.
- Workshop-Language: English.
- **Application period between February 13 and March 27**  
email to: [koordination@ingra.uni-halle.de](mailto:koordination@ingra.uni-halle.de)
- Applications are considered in chronological order of receipt. You get information.

### **Lecturer**

Simon Chaplin B.Sc. (Hons) (English native speaker) – certified interpreter / translator, lecturer in English