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

Doctoral candidates, 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

- March 11, 2019, 9am – 4pm
- Venue: 06108 Halle (Saale), Universitätsplatz 11 (Löwengebäude), Lecture Hall XII
- Group size: maximum 10.
- Workshop-Language: English.
- Application period between February 11 and March 10
  email to: 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

http://www.ingra.uni-halle.de – http://www.ingra.uni-halle.de/courses/