Future Plans

1) What do you have to keep in mind when sending a written job application?
- *important criteria*
- *which documents do you need?*

Important Criteria & Documents

* formal and polite language
* clear structure and format
* context of application has to be specific to position you're applying for
* it has to highlight your skills
* include experiences which would benefit the position
* a personal statement- why you're interested, what you can bring to the company/ job, why you should get the job
* CV- education, experiences, work experience, skills, interests
* Cover letter- specifically targets the job and the employer-what it is about the job that is attractive to you and why you want to work for that employer. You will also need to include the unique skills and the qualities you bring to that job and the company. The cover letter summarises what you have said in the rest of your resume but in a more concise form
* Resume- markets your skills- should be well structured in concise paragraphs so that it is easier to locate specific areas- subheadings
* personal information and contacts which include address, email, telephone number, full name/title etc.
* date
* cover letter should include a concluding statement including 'thank you'

2) *You are invited to a job interview. What do you have to keep in mind?*

What does the company expect? What do you have to be prepared for? What are the do's and don'ts?

* dress appropriately to job- if in doubt dress formally
* the company expects you to be prepared for the interview and to know exactly what you are applying for. Bring proof of achievements
* the applicant should expect to be asked questions about the job and surrounding context
* the applicant should appear passionate, enthusiastic, and informed
* the applicant may be given certain tasks to complete prior to/ during the interview
* applicant should always arrive early/on time, as lateness gives a bad impression to the employer
* maintain a polite and formal manner throughout the interview-
* applicant should be confident but not arrogant, which they can do through social interactions like eye contact