

## Sell Yourself Effectively: practical tips on how to convince through your CV, cover letter and job interview.

Date	11th and 13th June 2019
Time	10 a.m. to 14 p.m.
Room	Ciutadella Campus
Duration	8 hours
Language	English
Format	Face to face
Maximum number of participants	20
Recipients	UPF PhD students

### Lecturer

Caroline Harvey  
<http://www.carolineharveyimpact.com/es/>

### Skills

- X **Competència Interpersonal (CI)**
- X **Competència Metodològica (CM)**
- X **Competència Comunicativa (CC)**
- Competència de Planificació i Gestió de la Docència (CPGD)
- Competència de Treball en Equip (CTE)
- Competència d'Innovació (CDI)
- Competència Digital (CDD)
- Competència Lingüística (CL)
- Altres .....

### Objectives

Provide doctoral students with a series of tools to help them sell themselves in a professional context.



## Contents

Covering the CV, cover letter and job interview, students will learn how to present their skills, achievements and results in a clear, concise and convincing way in English.

## Methodology

An interactive workshop to create a context for students to integrate effective techniques for convincing in a job hunting context, both in writing and verbally, and practicing with concrete examples (e.g. how to present research results in an engaging way). Focus on key message delivery, content and structure: introduction (how to capture attention), body (how to organise ideas) and conclusion (how to make a lasting impression).