

## Enhance your Job application skills: How to write your CV and tips to prepare a job interview (Academic field)

Date	10 <sup>th</sup> & 17 <sup>th</sup> May 2019
Time	From 10.00 to 14.00 hours
Room	Ciutadella Campus
Duration	8 hours
Language	English
Format	Face to face
Maximum number of participants	20
Recipients	PhD students

### Lecturer

#### Roser Pinyol

Research scientist at IDIBAPS & entrepreneur at BIOcomuniCA'T.

### Skills

- Competència Interpersonal (CI)
- Competència Metodològica (CM)
- 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

**Course Aim:** To improve general job application skills by learning to prepare a scientific CV and cover letter

**Learning objectives:** The course will help PhD students to prepare their CV and cover letter to apply for research positions.

### Contents and Methodology

#### PHASE 1:

The workshop will start with a general introduction on how to write a successful CV and cover letter. Then a “hands on” session will follow, where participants will go through different mock CVs and cover letters. Participants are encouraged to bring their own computers to start drafting their CV and cover letter during the session. Tips on how to prepare a job interview will be also given in this first phase.

#### PHASE 2 (individual work):

Participants will need to prepare a CV and cover letter and send it to the trainer **before the 14<sup>th</sup> of May – 14.00** (Local time). Documents need to be send on time in order to be able to attend the rest of the course. If participants are planning to apply to a specific job offer within the coming months, they can send for revision the real CV and cover letter they are planning to submit, and attach the description of the job offer to which they are applying to.

#### PHASE 3:

Participants will build groups of three or four. Each group will have the opportunity to go through a ‘mock interview’. Participants that have not submitted a revised version of their CV and cover letter will not be interviewed. The interviews will be conducted individually and will last aprox. 15 minutes. Despite the interviews will be individual, the three/four members of the team will be present so that they can learn from each other. During this session, the course leader will provide individual feedback on each CV and cover letter. Participants will also have time to discuss and improve their CVs and cover letters in groups of three.

#### Requirements:

We ask all the participants to bring their **laptop** or tablet.