

## Tailor Made Job Applications: How to Apply for a Job and be Hired

### Trainer



**Matthias Merkelbach, M.A.**  
Impulsplus, Köln

- Professional coach and workshop leader for “Career Planning”, “Tailor Made Job Applications” and “Team Communication”, member of the Impulsplus trainer team since 2009
- Author of various textbooks in the area of German for Professional Purposes (eg Fokus Deutsch: Erfolgreich in Alltag und Beruf /C1, 2019) and editor of a Technical English textbook (2005)
- Director of Studies for language training institute ISD - Sprachen & Kommunikation, Stuttgart, focussing on educational services for German and international companies until 2011

### Objective

The online workshop will provide participants with an overview over the different employment opportunities available for them. They will figure out which strategies they can apply to find a job that matches their profile. Participants will also learn more about the career options that different occupational fields can offer.

- Participants will develop individual job application strategies based on their personal and professional background and employment options.
- The relevant criteria that are obligatory for a written job application will be covered. Participants will also be given the opportunity to have their application documents analyzed and optimized in an individual online coaching session with the trainer.
- The last group session (2. day) of the online workshop will deal with the job interview. Which aspects should an interviewee pay special attention to, and what are the different elements of a typical job interview? Finally, participants will act out individual elements of a job interview to feel more confident in these situations.
- You reflect upon your professional career path and develop a well-orchestrated plan.
- You work out a biographically-based profile that highlights und evaluates your individual qualifications, skills and job vision.
- You explore different occupational career alternatives.
- You get information about formal and hidden requirements for a career development (with special focus on working culture in Germany).

### Description

- My job profile and employment options
- Career prerequisites and preferred qualifications according to HR
- The various phases of an application process
- My individual application strategy
- How to structure and present application documents that they appeal to potential employers
- Main aspects of a successful job interview

### Methodology

- Individual work and team work, coaching methods
- Methods of visualization
- Presentations and group discussion

### Organizational Information

Language	English
Target group	Advanced Doctoral Candidates and Postdocs from all faculties
Date	Workshop: Monday, 28 June 2021, 09:00 – 11:30 & 14:00 – 16:30 Tuesday, 29 June 2021: 09:00 – 12:00 Individual Coaching: Tuesday, 29 June 2021, 14:00 – 18:00 Appointments will be scheduled in the workshop
Registration	<a href="#">For registration click here</a>