

A5

Applying for a job – CV and motivation letter writing



Goal	The course is aimed to acquaint participants with current trends in addressing the employer in the process of applying for a job using CV or by means of a motivation and cover letters, too.
Format	Webinar/seminar (preferred on the spot)
Recommended duration	<ul style="list-style-type: none">● 2 hours (if necessary, time requirements may be modified as a result of more detailed planning and preparation of respective activities in the near future).
Content of the training activity	<ol style="list-style-type: none">1. Communication with an employer — presentation, theoretical part<ul style="list-style-type: none">● Addressing/contacting the employer2. Structured CV (interactive activities supported by a PPT presentation)<ul style="list-style-type: none">● Creating a structured CV: In the form of an individual interactive activity — a quiz & recording in a record sheet.● Possible mistakes in CV writing: In the form of a group interactive/discussion activity.3. Motivation letter (ML): familiarizing with the principles of ML writing.4. Cover letter: A short introduction to the principles of writing a cover letter.
Expected learning outcomes	A participant in the course: <ul style="list-style-type: none">● knows trends in the respective area,● knows principles of creating a structured/narrative CV,● knows principles of writing a good motivation letter,● knows principles of writing a good cover letter,● perceives the importance of an initial communication with an employer using cover and motivation letters and CV.
Recommended training prerequisites	Preparing (a draft of) an own CV and/or motivation letter before the course is highly recommended.
Recommended further steps	Writing application, attending courses on job search, use of social media, and presentation techniques mock interviews.
Trainer/facilitator qualification	E. g. career adviser or human resources manager.

Recommendations and suggestions for course/activity setup and methods used:

	Duration	Activity description
Course/activity set-up and methods used	5 min	<p>Introduction to the meeting (PPT presentation)</p> <p>Welcoming participants, introduction to the topic, introduction of a lecturer and organization, familiarizing participants with the structure and goals of the meeting.</p>
	10 min	<p>1. Communication with an employer (PPT presentation, theoretical part)</p> <ul style="list-style-type: none"> • Addressing/contacting an employer, • CV, motivation and cover letters.
	40 min	<p>2. A structured CV (Interactive activities supported by a PPT presentation)</p> <p>Creating a structured CV</p> <ul style="list-style-type: none"> • In the form of an individual interactive activity — a quiz — the aim is to present basic information about respective CV sections (e.g. personal data, education, work experience, special skills, competences, etc). • The activity is supported by a PPT presentation at every step. Participants will receive a record sheet where they can take notes.
	40 min	<p>Possible mistakes in CV writing (PPT presentation and group discussion)</p> <p>Information about mistakes/shortcomings that may occur when writing a CV; they may be addressed through a group (interactive) activity.</p> <p>Suggested group activity: a small discussion in groups that seeks answers to respective outlined situations in connection with the topic. Subsequently, each group will present its conclusions and a joint discussion will be initiated in coordination with a lecturer.</p>
	10 min	Break
	20 min	<p>Motivation letter (PPT presentation)</p> <p>Familiarizing with the principles of ML writing.</p>
	5 min	<p>Cover letter (PPT presentation)</p> <p>A short introduction to the principles of writing a cover letter.</p>
	10 min	End of the meeting, discussion
	Recommended number of participants	Min: 10 Max: 20

Forms of active engagement	<p>Participants will receive a record sheet which will include information/documents for each course topic.</p> <ol style="list-style-type: none"> 1. Introduction — a possibility to write down notes regarding the theoretical introduction. 2. CV — prepared sheet — a quiz and space for remarks /correct answers with explanation, etc. 3. CV — mistakes in CV creating — after discussions, space for remarks and conclusions of the discussions. 4. Motivation letter (ML) — a printed template. 5. Cover letter — space for remarks. <p>At the same time, in Part 2 — a quiz and discussion in small groups, common solution, argumentation.</p>
Recommended pretraining activities	<p>Not necessary. Participants should be invited to bring prepared CVs and motivation and cover letters with them.</p>
Follow-up activities/ Take home messages	<p>Each active participant will have a completed record sheet on the basis of the implemented activities, which will set out the basic procedures for creating a CV, motivation and cover letters.</p> <p>Information provided may be used, after the end of the course, in the creation of the above-mentioned documents when contacting the employer.</p>
Training handouts	<p>Materials used during the course should be made available for the participants after the course.</p>
Recommended study resources for participants	<p>Any resource (printed or online) on preparing CV and motivation letter would be useful, but it's not really necessary.</p>
Reflection questions	<ul style="list-style-type: none"> ● What makes a good CV? ● How to adapt the CV for various types of situations and employers? Why is it necessary? ● When to use narrative CVs? ● How to write a CV in a way that it demonstrates my personality?
Engagement of external experts	<p>An external expert is not needed in this topic. If so, a person from HR or from a job portal might be invited. In that case, time for a discussion would be extended accordingly.</p>
Technical and material requirements	<ul style="list-style-type: none"> ● For a seminar — a PC, a data projector, a pointer; ● For a group activity — flipcharts and pens possibly