

## **How to write a persuasive job application - how to convince it in the job interview**

Online-Workshop via Zoom

Scientists make a lot of mistakes as soon as they start to apply outside science. This workshop will help you to write a convincing application and to be successful in the job interview.

Topics we deal with:

- Written application I: standards in Germany for applications outside of academia. How to write them? What are typical mistakes and how to avoid them? How to develop a storyline? How to show you competencies?
- Written application II: how do I apply unsolicited?
- Written application III: new trends in application procedures.
- Written application IV: what is different in other countries – some hints.
- How to prepare the job interview? Training of interview situations.
- Other ways of recruitment: assessment centre etc.
- How to negotiate salary?

**Please bring with you a job ad that fits you.**

Workshop takes place via Zoom. Use of webcam is necessary. An integrated webcam in your laptop or phone is enough.

You receive the link to Zoom before the workshop.

Date: 7. and 8. July 2020

Time: 9:30 a.m. – 4:00 p.m.

Lecturer: Dr. Matthias Schwarzkopf counsels students and scientists in all relevant questions concerning their careers. He has founded [www.karrierberatung-akademiker.de](http://www.karrierberatung-akademiker.de) together with colleagues out of public administration and private businesses.

### **Registration:**

Please register by sending an e-mail to [Lysann.penkalla@medizin.uni-leipzig.de](mailto:Lysann.penkalla@medizin.uni-leipzig.de) until 29 June 2020 at the latest.