



# How to apply successfully for a job

Your career starts with a convincing job application dossier and job interview. Success cannot be guaranteed, but enhanced with careful preparation of the various steps of the application process.

The course will provide you with a strategy on how to best search for a suitable job so that your success rate will be the highest possible.

Not only should your documents meet today's standards, but they should also reflect the employer's local customs and style.

To succeed in a job interview it is crucial to know how to prepare and how to answer common questions convincingly.

When receiving a concrete job offer, it is important to recognize critical points in the contract, so that you can negotiate better terms and avoid surprises.

All these aspects are being discussed and trained in the 2-days course. At the end of the course you will have an up-to-date and professionalized CV and know how to prepare yourself for your next job interview.

The goals of the training are to...

- professionalize the application dossier regarding form and content
- know how to effectively prepare the different steps of the application process
- understand and implement success factors during the telephone interview
- learn techniques for more convincing job interviews such as: small talk, personal introduction, intelligent questions
- train and to develop confident manner and positive answers for standard questions
- clarify and to understand the job application process for more effective applications

**Register with:** [cmszh.intern@chem.uzh.ch](mailto:cmszh.intern@chem.uzh.ch)  
**Fees:** covered by Graduate School  
**Number of Participants:** max. 12 Persons

**Preparation is the key to success.**  
- Alexander Graham Bell