GEEM 445
Engineering Ethics and Professional Practices

Job Application

What we are going to learn today?

-As a job seeker, **what you will do** before responding a Job advertisement?

-Employer's Perspective from a Job Seeker.

-What do **Employers Really Look for from you**, as job seeker?

-Before Applying what you will do as Job Seeker?

- Questions to Ask Yourself **during researching** on yourself.

-What is a CV?

-Tips for Preparing Curriculum Vitae (CVs).

-Reasons for Rejection of CV.

- Main parts of a standard CV.

-Covering Letter.

-Points while Filing Up the Application Forms

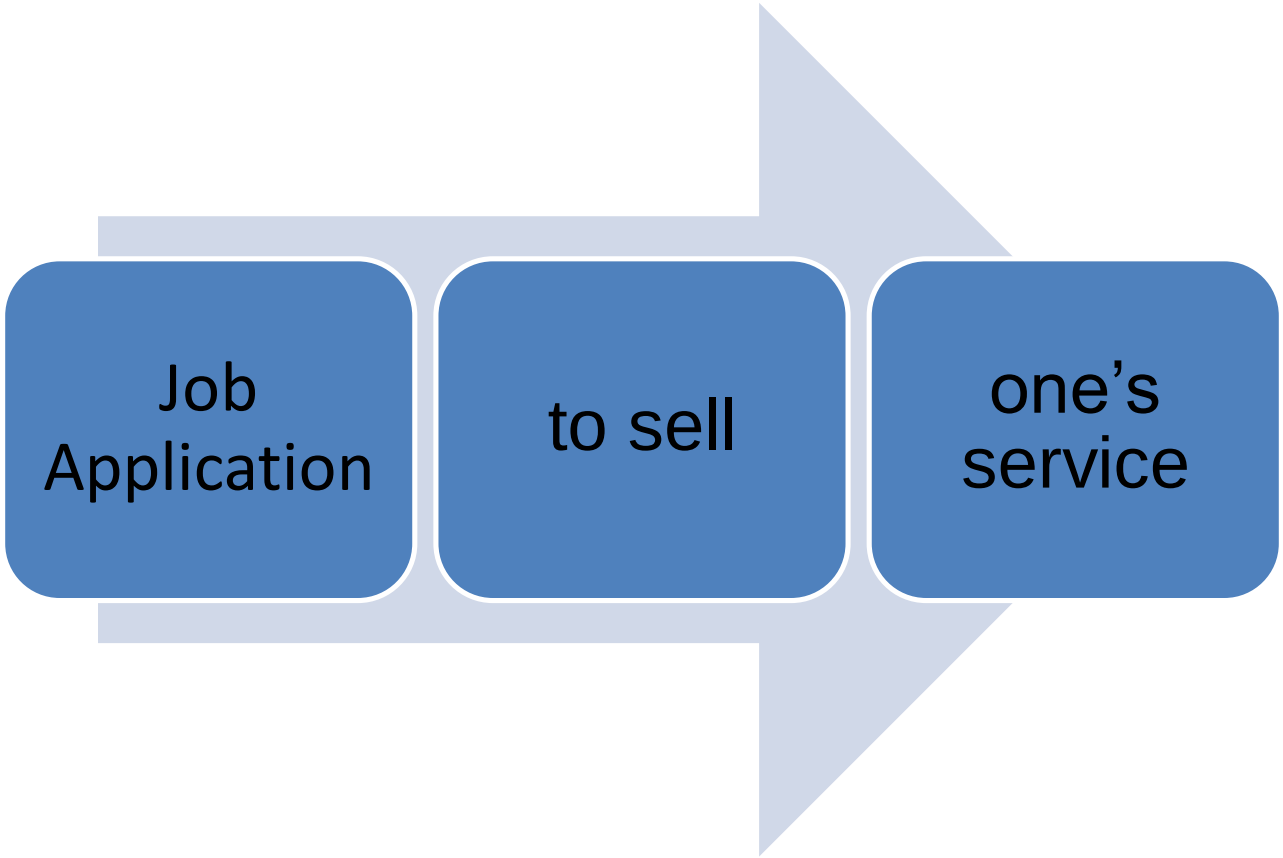
Job Application

As a job seeker, what should you do before responding to a job Advertisement?

Before responding to a job advertisement:

- **Identify employer's needs.**
  - Put yourself in the employer shoes
  - Research for what they are looking for?

- **Match yourself to these needs.**
  - What **particular skills** do you have that are relevant to the position?


Job Application
to sell
one's service

Employer's Perspective/Needs from a Job Seeker:

- Find out about the **candidate.**
- What **contribution** can he/she make?
- Why is he/she **interested** in this job/company?
- Does he/she **understand** what the job entails?
- Does he/she have the relevant **qualifications**?
- Does he/she has the **right mix of skills**?
- Is it **worth my time** interviewing him/her?

Most Important **Factors** in Recruitment**:**

- **Enthusiasm** for position
- **Personality**
- **Transferable skills**

What do Employers Really Look for from Applicants?

- **Potential** for advancement.
- **Good Academic** record.
- Relevant **Work Experience.**
- **Specialist Subject** Knowledge
- **Personal Interests**
- **Any other work experience**

Before Applying what you will do as Job Seeker?:

- **Research the Company/Organization**
  - Company literature, **websites**, directories
  - **Analyze** job descriptions

- **Research Yourself**
  - Review experience and career **interests**
  - What is **relevant** to this particular job
  - What **evidence** will I provide
  - Do online personality test – Type Indicator

- **Research Careers**
  - **Check out** similar or related jobs
  - Prospects Planner/website

Questions to Ask Yourself during researching on yourself:

- **What sort of person** is the organisation looking for?
- **What knowledge, experience, skills** are required to fill this role?
- **What past experience do I have** that demonstrate these competencies?
- **What are evidences to be provided to match** the key competencies.

What is a CV?

- In English, a **curriculum vitae**, Latin for **"course of life",** often shortened to CV.

- **CV is a detailed document** containing relevant information about **your academic** and **professional history.**

- CV, is a short written summary of a person's **career,** qualifications, and education.

Tips for Preparing Curriculum Vitae (CVs)

- Restrict it to ***2 pages,*** no **fancy** cover
- ***Customize*** **CV** to reflect job requirements
- **Start with the most *recent/relevant*** information
- **Allocate *space*** in accordance with the importance of the information
- **Emphasize the most *relevant* details**
- Use ***action*** words

Tips for Preparing Curriculum Vitae (CVs)

Cont……

- Use ***headings*** **and** ***bullet points***
- **Highlight** ***skills*** **and** ***responsibilities***
- Make it ***look good*** – plain font.
- Check **spelling and grammar**
- Send it with a **decent** ***cover letter***

Reasons for Rejection of CV

- **Too much/too little information**
- **Irrelevant information**
- **Poor presentation**
- **Spelling** mistakes
- Not targeted to **position**

Reasons for Rejection of CV (cont..)

- **No personality or enthusiasm**
- Applicant **doesn't follow instructions**
- **Wrinkled or messy** application **form**
- **Incomplete or blank information**
- **Use of words** such as **quit or fired.**
- **Application not signed**
- **Salary requirements not realistic**

Standard CVs: Main parts of a standard CV

- **Personal Details**
  - Name, Address, Tel/mobile No, Email address
- **Education**
  - Start with most recent
  - Dates, Name of college, Course Title, Thesis title, Core subjects, results (if impressive)
  - Provide **details of research projects**

Standard

cont…

- **Work Experience**
  - Start with **most recent** or relevant
  - Separate **relevant and other experience**
  - Provide **job title and name of organization**
  - **Highlight responsibilities and achievements**
  - Include unpaid work

- **Competencies**
  - **Identify key competencies** required for position
  - **Provide relevant evidence** from previous experience

Standard CVs

(cont…)

- **Skills Profile**
  - Computing – be specific, name packages
  - Languages – what level
  - Driving License
- **Interests**
  - Provide evidence of balanced individual
  - Focus on achievements
- **Referees**
  - Normally 2 referees required: one academic, one work
  - Seek permission in advance and provide information

Standard CVs (cont)

Follow the guideline of CVs as**:**

- **CV guide**
- **Sample of CV – Fresher's**
- **Sample of CV – Academicians**
- **Sample of CV - MIT**

Helpful Hints

- **Use Action verbs:** achieved, created, managed, produced, demonstrated, supervised, trained, investigated, co-ordinated, monitored, reported, etc.

- **Use of Adjectives:** to describe yourself: adaptable, analytical, determined, logical, resourceful, precise, supportive, etc

Covering Letter

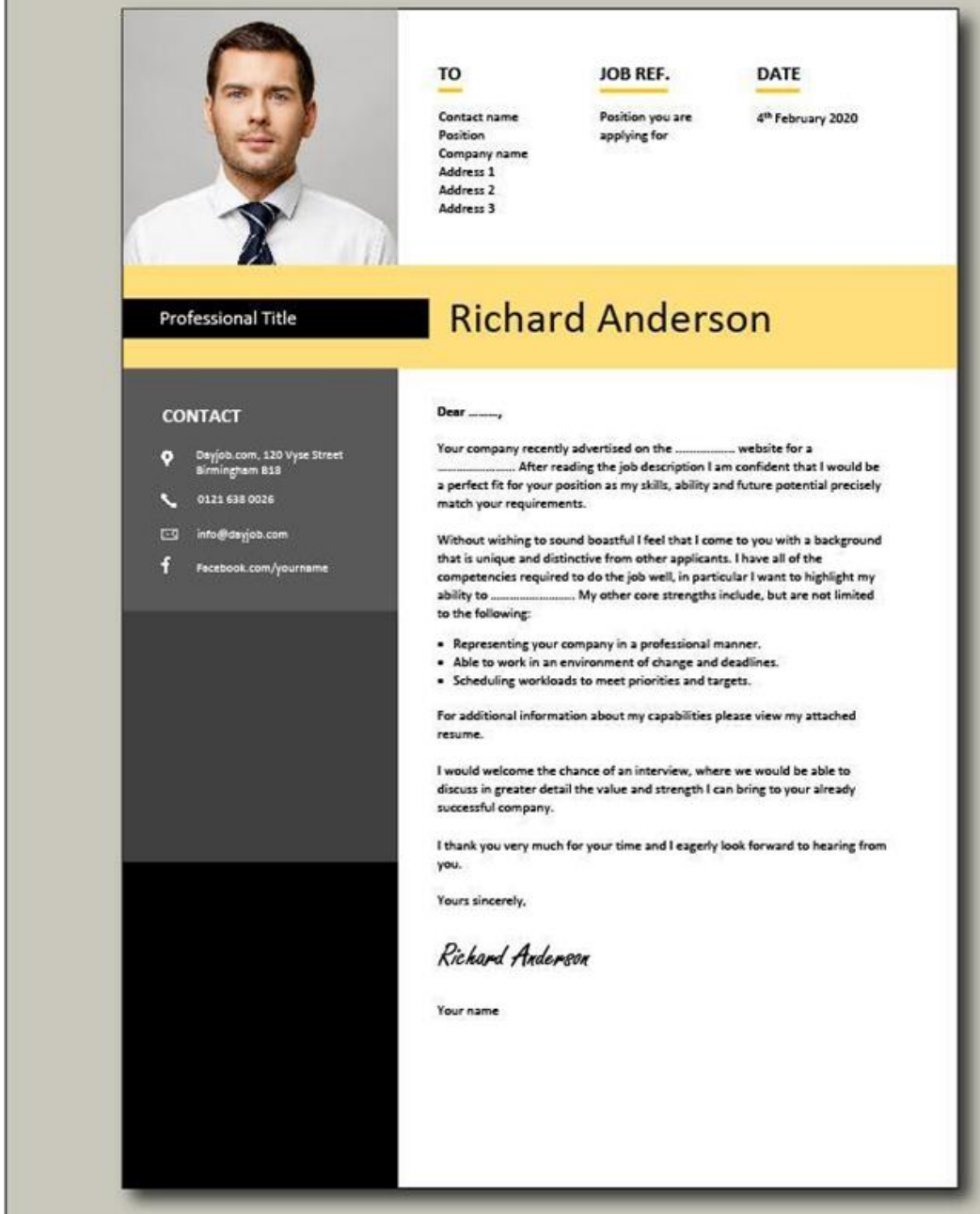
- **One page - business letter format**
- **Send to a named person**
- **Letter supports CV**
- **Tailor it to company and job**
- **Highlight skills and experience**
- **Structure it well**

Introduce yourself, specify vacancy.

Why are you interested in the company /job?

Why should they consider you? (relevant skills)

What is next? – availability for interview



TO

Contact name
Position
Company name
Address 1
Address 2
Address 3

JOB REF.

Position you are applying for

DATE

4th February 2020

Professional Title

Richard Anderson

CONTACT

Dayjob.com, 120 Vyse Street Birmingham B18

0121 638 0026

info@dayjob.com

Facebook.com/yourname

Dear .....,

Your company recently advertised on the ..... website for a ..... After reading the job description I am confident that I would be a perfect fit for your position as my skills, ability and future potential precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have all of the competencies required to do the job well, in particular I want to highlight my ability to ..... My other core strengths include, but are not limited to the following:

- Representing your company in a professional manner.
- Able to work in an environment of change and deadlines.
- Scheduling workloads to meet priorities and targets.

For additional information about my capabilities please view my attached resume.

I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you very much for your time and I eagerly look forward to hearing from you.

Yours sincerely,

Richard Anderson

Your name

Points while Filing Up the Application Forms

- **Photocopy form -** experiment with copy
- **Read complete form** before writing
- **Follow instructions:** black ink, capitals
- **Answer all questions**
- **Use space sensibly**
- **Draft answers to open questions**
- **Use simple words, short sentences**
- **Check appearance - first impressions count**
- **Check spellings and grammar**
- **Copy completed form**

What we so far discussed today?

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Thank You