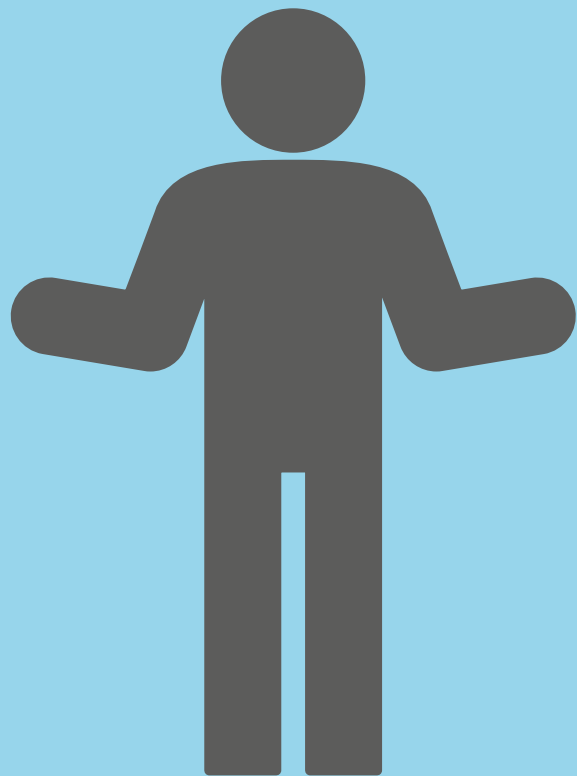




THINK CAREER

Vivienne Lumayag
Career Services UiO

WHAT HAVE INFLUENCED YOUR CAREER CHOICES SO FAR?



You have taken a lot of choices – and being aware on how you did that, can help you to make your next decision.

AGENDA



Competency mapping –
what can you offer?



Communication with employers
inside and outside academia – CV
and cover letter

COMPETENCY MAPPING – WHAT CAN YOU OFFER?

01



WHY IS IT IMPORTANT TO BE AWARE OF YOUR COMPETENCIES?

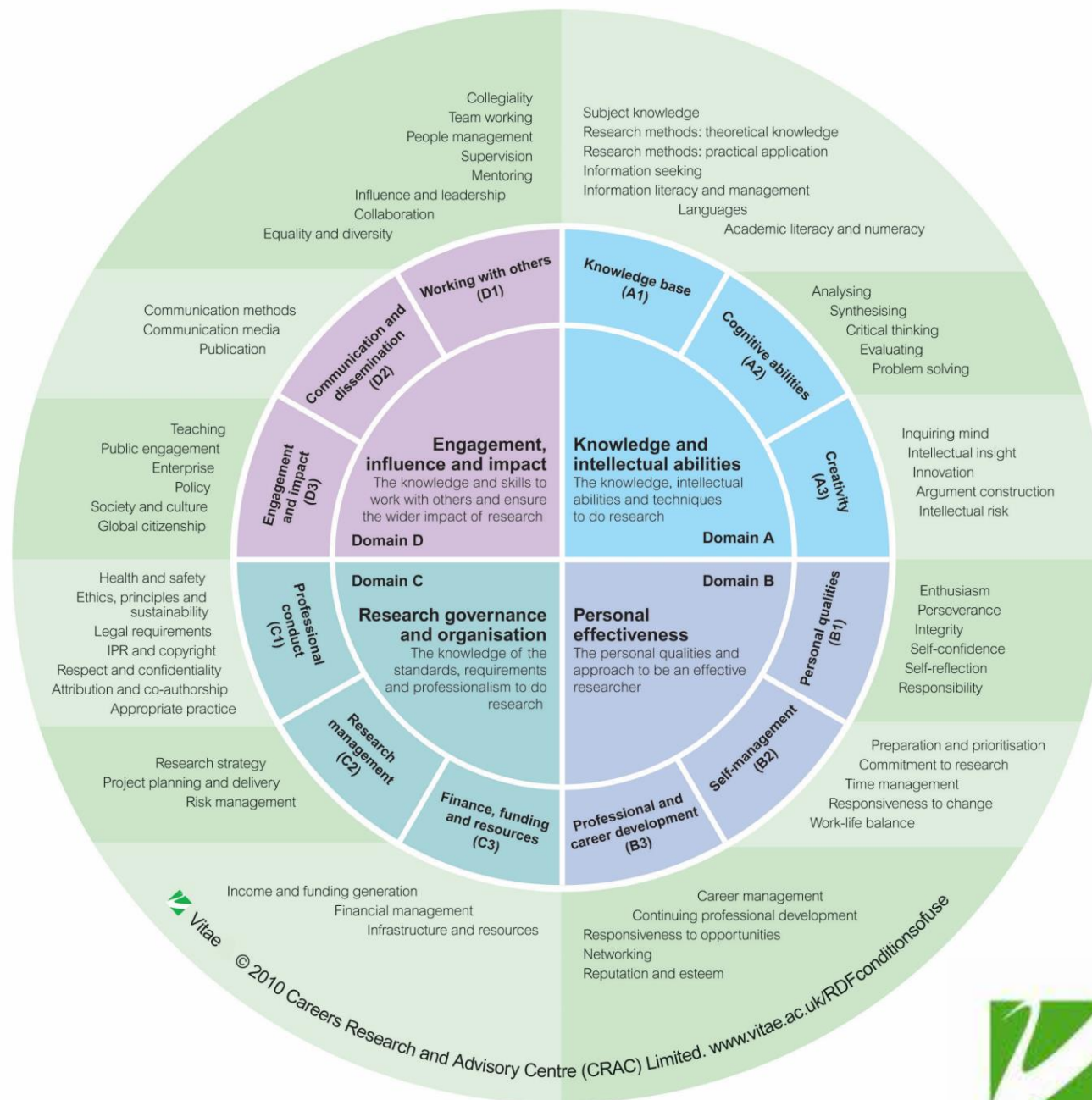


Assumptions from other sectors that PhDs/postdocs only know their specific field



Importance of showing the full breadth of your competences

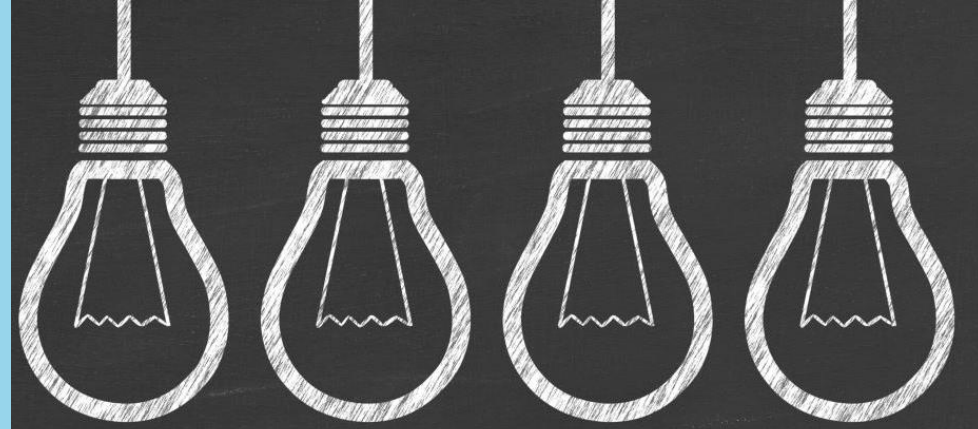
RDF Planner, Researcher Development Framework





TRANSFERRABLE SKILLS

- Skills that are central to occupational competence in all levels and in all sectors
- Transferable skills are desirable because if you already have them, your employer will not have to train you on them
- Goal: Overcoming conceived notions about academic behaviour





Transferrable skills

Employer survey among Norwegian companies:

1. Ability to acquire new knowledge (willingness to learn)
2. Good collaboration skills (teamwork skills)
3. Ability to work independently
4. Time management
5. Communication skills
6. Problem solving
7. Understanding of the industry/business
8. Analytical skills
9. Networking
10. IT-competence

(Nordic Institute for studies in Innovation, Research and Education, NIFU, 2019)

Task: Transferable skills

10 transferrable skills:

1. Ability to acquire new knowledge (willingness to learn)
2. Good collaboration skills (teamwork skills)
3. Ability to work independently
4. Time management
5. Communication skills
6. Problem solving
7. Understanding of the industry/business
8. Analytical skills
9. Networking
10. IT-competence

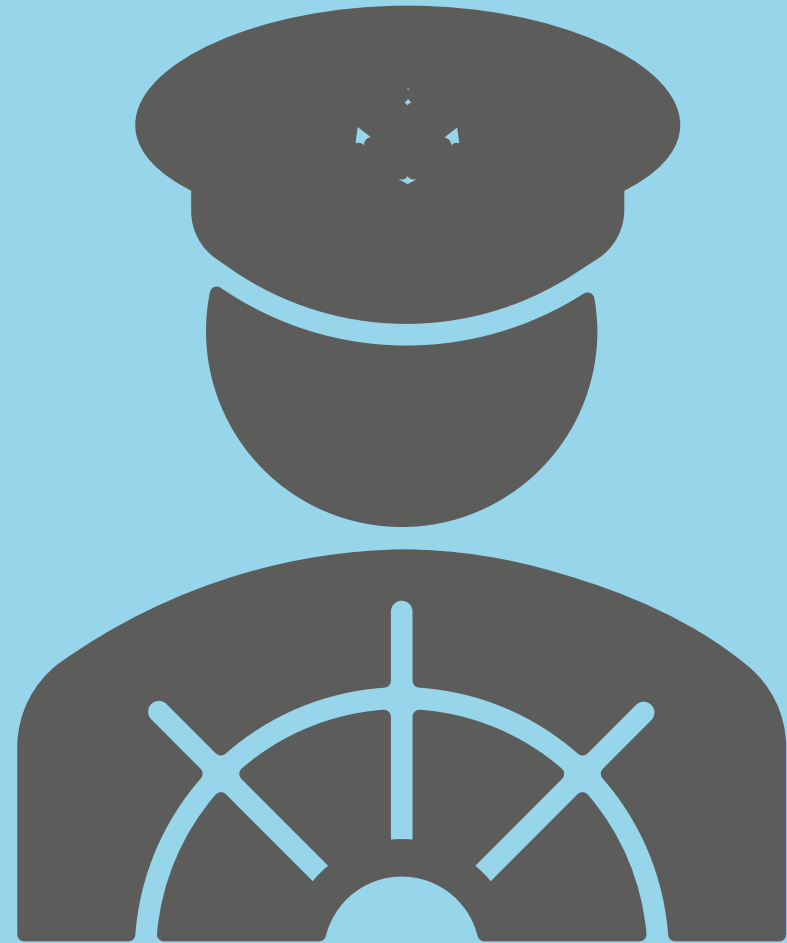
TASK:

Write down how you demonstrate these skills

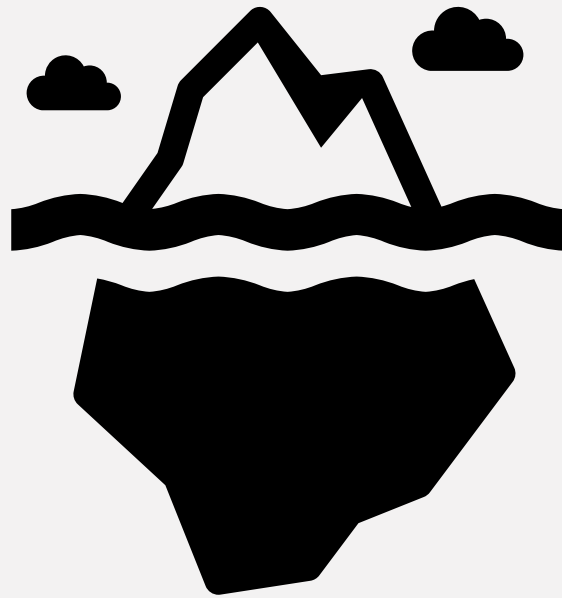


TASK:

What type of personal traits
would you like to be
associated with and why?







Values

- Personal values are the things that are important to us, the characteristics and behaviours that motivate us and guide our decisions.
- Values matter because you are more likely to feel better if you are living according to your values.

Examples of different values

- Honesty
- Money
- Loyalty
- Efficiency
- Love
- Respect
- Power
- Politics
- Ambitions
- Freedom
- Challenge
- Quality
- Wisdom
- Growth
- Risk taking
- Safety
- Religion
- Commitment
- Development
- Innovation
- Courage
- Education
- Patriotism
- Creativity
- Autonomy
- Balance
- Health
- Family
- Friends
- Nature
- Fun
- Vacation
- Truth
- Responsibility
- Relationships
- Trust
- Vulnerability
- Growth
- Art
- Creativity
- Music
- Luxury



RESULTS – MORE THAN ACADEMIC ACHEVEMENTS

- You wouldn't be where you are if you didn't achieve good results.
- In a job interview: If you can show the employer good results from earlier experiences, you show them that you most likely will achieve good results for them if they hire you.
- What are you proud of?

STAR-MODEL

STAR- model

S- Situation: Brief description of the situation. When, where, with whom?

T- Task. Describe the task you were faced with.

A- Action. How did you solve it?

R- Result/Relevance. What results did you achieve? What did you learn from the experience?



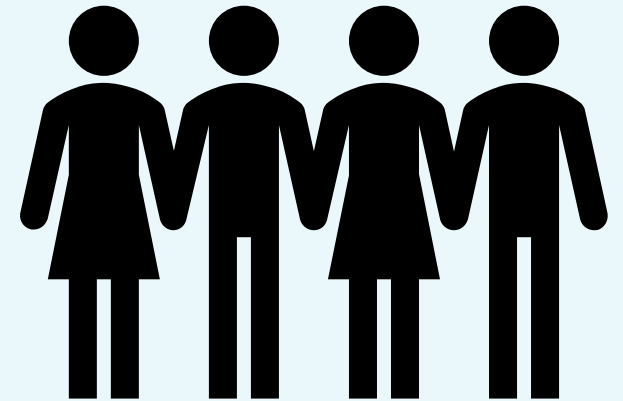
Situation- Brief description of the situation	Click here to write...
Task- Describe the task you were faced with	Click here to write...
Action: How did you solve it?	Click here to write...
Result/ Relevance: What result did you achieve? What did you learn from the experience?	Click here to write...

SHARE YOUR STORY

Person 1: Share your STAR-story.

The other: give feedback on what type of personal traits do you hear that they use in this story.

Change roles so each person can present their STAR-model story and receive feedback.



JOB INTERVIEW

Tell us about a challenge you`ve been through and how you solved it.

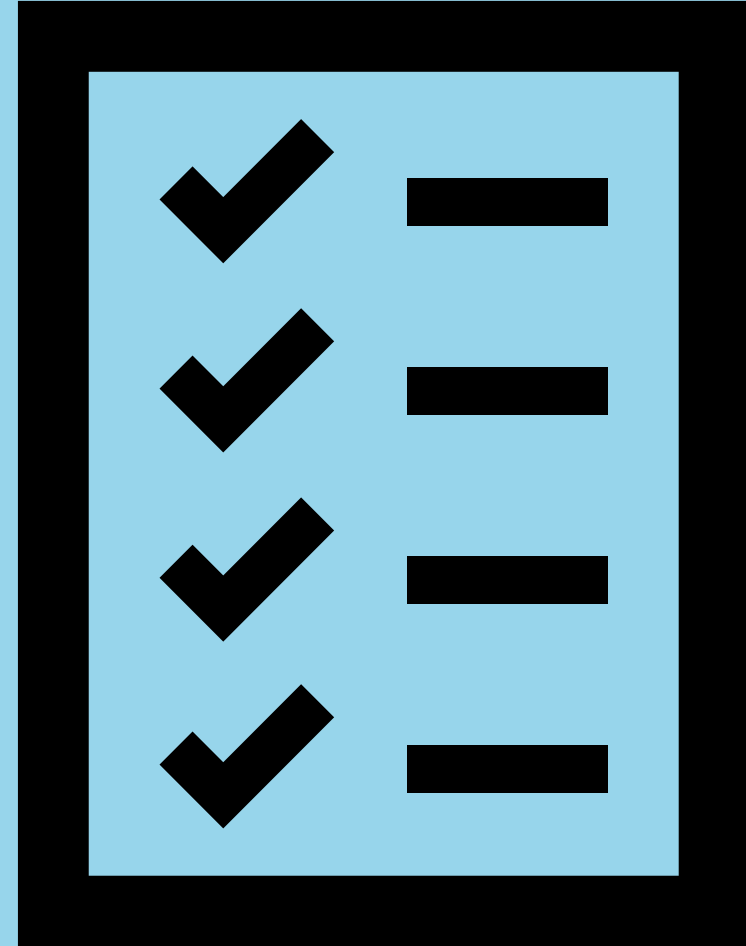
Tell us about a conflict situation you`ve been in and how you solved it.

Tell us about a stressful situation and how you solved it.



COMMUNICATION WITH EMPLOYERS - CV AND COVER LETTER

02



Preparation is a key factor

- Research yourself
- Research the employer
- Research the job



- Academic research position
- Research outside academia
- Research job outside outside your research emphasise
- Jobs that are not reseach related



«If you ask 10 people to give an opinion on what makes a good CV you will get just as many different answers»

From academic language to employer language

Academic language

- Thesis, articles
- Supervising
- Survey
- Multidisciplinary
- Lecturing

Employer language

- Reports, publications
- Instructing, communication skills
- Project management, problem solving
- Flexibility, versatility
- Presenting

Effective language

Choose words with an impact that will convey your ability to achieve. The best words to use are actions words.

Here are some examples:

- Achieved
- Persuaded
- Invented
- Negotiated
- Managed
- Presented
- Developed
- Created
- Wrote
- Organised
- Reseached
- Conducted
- Implemented
- Analysed
- Prodused


General CV tips

- Put the most relevant item on first page
- Give good description of your competence – use action words.
- Use relevant section headings
- Use the same language as they do in the job advert – Tailor you CV!
- Use more space to describe your most relevant experience, and less space on the experience that are not directly relevant for the job

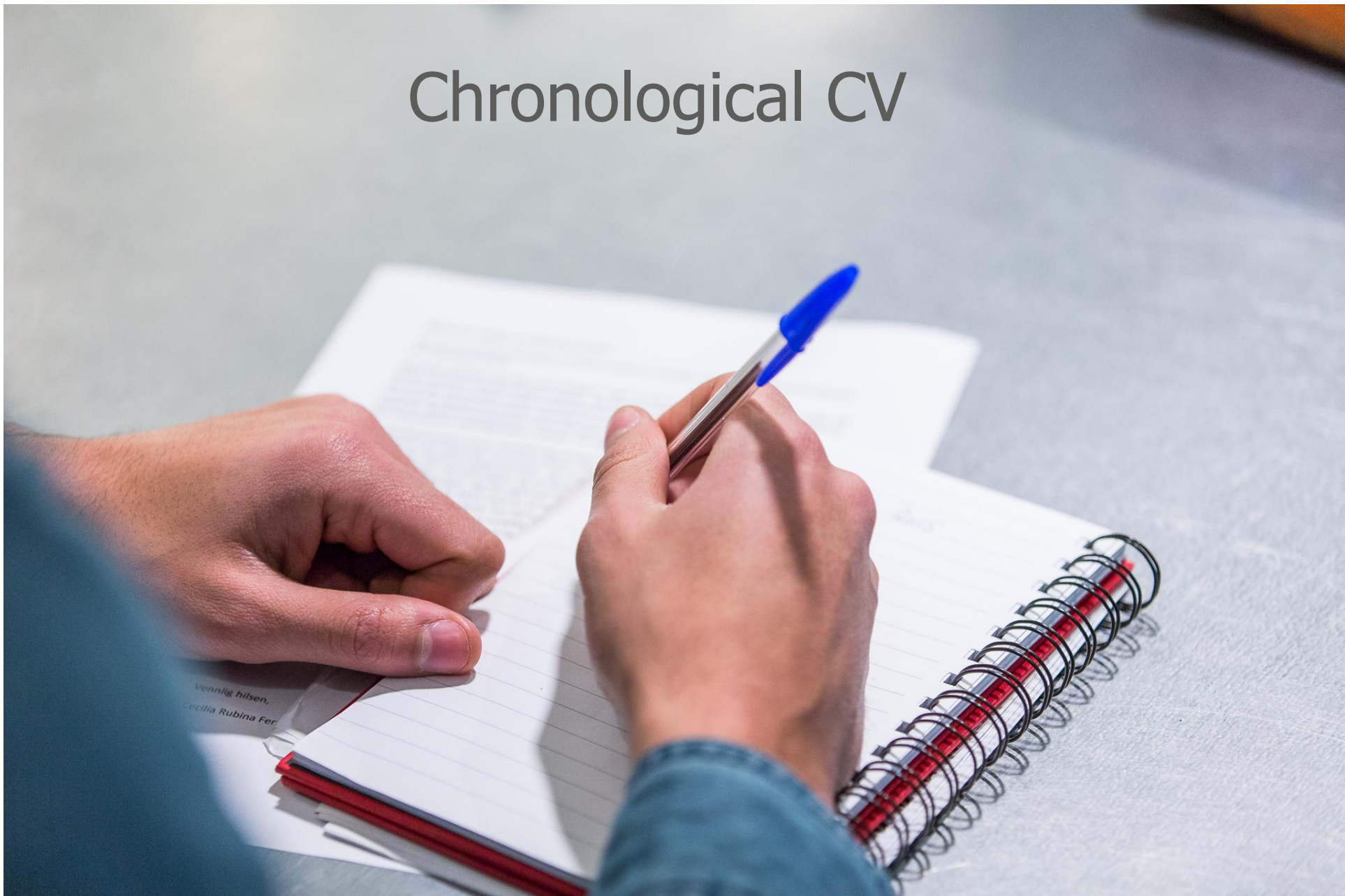




EXAMPLES CVS |

- 
- A photograph of a person's hands typing on a silver laptop. The laptop screen displays a list of four CV types in light blue text. The person is wearing a blue long-sleeved shirt and a watch on their left wrist. On the desk next to the laptop are some papers, a blue pen, and a smartphone. A piece of bread is also visible on the desk to the right.
- Chronological CV
 - Academic CV
 - Skills-based CV
 - One page CV

Chronological CV



MARTIN DIXON

Contact Address 45 Wilham Way
Fallowfield
Manchester M14 7DP

E-mail Address mdixon3@hotmail.com

Telephone Nos. 0161 275 3456
07987 989573

EDUCATION

2009 – 2012

PhD "Investigation of Tri-Phasic Fuels for Warp Core Manufacture"
Torres Centre for Dilithium Research, University of Manchester
Supervised by Dr Benjamin Sisko –submitted Autumn 2012.

This is an industry-led collaboration with the Cochrane Corporation, investigating novel fuel strategies and containment methodologies for warp cores. I have successfully drawn on work from 3 departments in the fields of:

- Propulsion Technology
- Quantum Plasma Studies
- Theta Band Radiation Science

plus our industrial partner's expertise in commercialising warp core developments to manufacture leading edge products. This has resulted in 3 patent applications which are currently under review.

2005 – 2009

BSc (Hons) 2:1, Interstellar Sciences, University of Birmingham

Modules covered included Propulsion Dynamics, Weapons Modulation Technologies, Astrometrics and Human Factors in Interstellar Exploration. Subsidiary courses in Xenobiology were included in each semester.

Final year dissertation – "Investigation of Electrodynamic Turbulence Effects in Sub-Space" with Dr Reginald Barclay, Institute of Propulsion Research, Dudley.

2007 – 2008

University of Strasbourg, France (One year exchange programme)

Gained inclusion on the Liste D'Honneur for my academic achievements.

Attended lectures, and worked on a 9-month research project on Warp Plasma Filters with Dr Jean-Luc Picard. This work resulted in a paper on which I was a named contributor (*see publications*).

2005 – 2007

Leonard McCoy Upper School, Nottingham

A levels : Physics (A), Maths (A), Biology (B), General Studies (B)

RELEVANT WORK EXPERIENCE

Summer 2010

Research Assistant, Institute of Propulsion Research, Dudley

Successfully managed two six week research projects to refine containment fields for two experimental fuel matrices, under the direction of Senior Research Manager, Dr Anneka Hansen. Skills developed included:

- Project management – delivered required results on time, and within tight budgets (of £39,000 and £16,000 respectively).
- Planning and flexibility – agreed detailed project plan with Dr Hansen, which was reviewed weekly. Used these reviews to modify plan when alternative research strategy was suggested by a colleague, resulting in enhanced results and budget saving of £5000.
- Negotiation – through contacts at the University of Strasbourg, arranged access to warp plasma test rig, avoiding the need to build a new rig at the Institute.

OTHER WORK EXPERIENCE

2009 – present

Webmaster, Manchester Disabled Pupils Forum (voluntary)

Currently manage 5 volunteers to deliver web-based services to local children:

- Developed interactive features to keep the interest of a young audience, including a discussion forum, quizzes and polls.
- Regularly meet with groups of school pupils and teachers to receive feedback and establish future needs.
- Visit the site at <http://www.wickednet.org.uk>

Summer 2007

Estate Worker, Chateau du Lac, Ribeaupville, France

Lived and worked with 20 other students on a busy farm – dramatically improved my French and provided an excellent introduction to my year in France.

2005 – 2007

Co-ordinator, Students For Schools Scheme, Birmingham (voluntary)

Initiated and co-ordinated this programme to link university students to special needs and regular schools as part of classroom support and local community paired reading schemes (part-time during term, full-time during vacations),

POSITIONS OF RESPONSIBILITY

Department Rep (4th Year)

Staff/Student Committee for Interstellar Sciences; introduced recycling bins to all labs, lecture theatres and concourses in the Zephraan Cochrane Building.

Class President

Elected to this position representing overseas students on my course at the University of Strasbourg; organised regular social events with the French students and an end of course Science Fair for local school pupils.

KEY SKILLS

IT skills

- Experienced in programming in BASIC, C++, Java, Visual Fox Pro 5, Perl, Macromedia Flash 4, and using database such as Fox Pro and Microsoft Access.
- Proficient in many Microsoft Office packages (Word, Excel etc), UNIX and LINUX operating systems, and in the use of many scientific database packages.

People & Project Management

- Supervised the laboratory project of an undergraduate, both in the day-to-day running of the project and its overall planning, which has yielded valuable data.
- Mentor to other postgraduate students, a position I have held for two years.

Problem Solving

- Working across four distinct areas of Interstellar Science, demonstrated independent thought in analysing problems, adopting suitable strategies and developing new techniques. The results are being reviewed for publication, and have been presented to my colleagues in a series of seminars.

Languages

- Proficient in French, basic spoken German.

Full driving licence held since 2001.

INTERESTS AND ACTIVITIES

Running

An avid runner, I usually run over 20 miles a week.

Football

Regularly play five-a-side with friends and in competitions.

Music

Qualified to grade 5 on the violin; also enjoy many genres of contemporary music.

REFEREES

Dr Benjamin Sisko (*Supervisor*)
University of Manchester
Zephraan Cochrane Building
Oxford Road
Manchester M13 5PT

Tel: 0161-275-5678

E-mail: bsisko@man.ac.uk

CV adapted from University of Manchester Careers Service material

Dr Anneka Hansen
Senior Research Manager
Institute of Propulsion Research
Faraday Road
Dudley DY4 2TD

Tel: 01384 273765

E-mail: ahansen@ipr.ac.uk

ACADEMIC CV



Home Address	45 Wilham Way Fallowfield Manchester M14 7DP	University Address	University of Manchester Zephraan Cochrane Building Oxford Road Manchester M13 5PT
E-mail	mdixon3@hotmail.com	E-mail	mdixon@stud.man.ac.uk
Mobile	07987989573	Telephone No.	0161 275 3456

RESEARCH PROFILE

My principal research interests lie in the field of in-flight warp core containment, specifically sub-space distortions and their impact on mono and tri-phasic organic fuel matrices. I am currently investigating the capacity of wide-band theta radiation to induce multi-phasic anomalies, and the beneficial shielding effects of a range of plasma configurations.

My future research plans are to build on the foundations of my PhD to further investigate the fundamental properties of warp-capable propulsion systems, with a view to contributing to second generation quantum drives.

EDUCATION

- 2009 - 2012** **PhD "Investigation of Tri-Phasic Fuels for Warp Core Manufacture"**
Torres Centre for Dilithium Research, University of Manchester
Supervised by Dr Benjamin Sisko - submitted Autumn 2011.
Jointly funded by University of Manchester and Industrial partner Cochrane Corporation
In collaboration with the Cochrane Corporation, my thesis investigates novel fuel strategies and containment methodologies for warp cores. I have successfully drawn on work from 3 departments in the fields of:
- Propulsion Technology
 - Quantum Plasma Studies
 - Theta Band Radiation Science
- plus our industrial partner's research expertise in warp core developments.
- 2005 - 2009** **BSc (Hons) 2:1, Interstellar Sciences, University of Birmingham**
Modules covered included Propulsion Dynamics, Weapons Modulation Technologies, Astrometrics and Human Factors in Interstellar Exploration. Subsidiary courses in Xenobiology were included in each semester.
Final Year Dissertation – "Investigation of Electrodynamical Turbulence Effects in Sub-Space" with Dr Reginald Barclay, Institute of Propulsion Research, Dudley.
- 2007 - 2008** **University of Strasbourg, France (One year exchange programme)**
Gained inclusion on the Liste D'Honneur for my academic achievements.
Attended lectures, and worked on a 9-month research project on Warp Plasma Filters with Dr Jean-Luc Picard. This work resulted in a paper on which I was a named contributor (see publications).

RESEARCH TECHNIQUES

- 2009 - 2012**
- Plasma culture analysis testing XTP(University of Mannheim seminar 2010)
 - Basic Warp core techniques such as TNA and ENA extraction, relative QT-PTR.
 - Intermediate Warp core techniques
 - Warp plasma testing rig programme design and analysis
 - Optroscopy, including fluorescence and SCAN Image analysis.
 - CAD advanced programming
 - Advanced knowledge and usage of Mathematical modelling programmes including

RESEARCH EXPERIENCE**Summer 2010****Research Assistant, Institute of Propulsion Research, Dudley**

Successfully managed two six week research projects to refine containment fields for two experimental fuel matrices, under the direction of Senior Research Manager, Dr Anneka Hansen.

- Novel approaches – developed a conceptual model from observation of both systems which led to further research currently being undertaken by Dr Hansen's group, recently presented as a paper at the Koblenz Congress 2009.
- Research project delivery – delivered required results on time, and within tight budgets (of £52,000 and £18,000 respectively); regularly reviewed detailed project plans with Dr Hansen, leading to major plan modification when an opportunity to pursue an alternative research strategy was suggested by a colleague. This resulted in enhanced results and budget saving of £6000.
- Collaboration – through contacts at the University of Strasbourg, arranged access to warp plasma test rig, avoiding the need to build a new rig at the Institute.

TEACHING AND MANAGEMENT**2009 - present****Torres Centre for Dilithium Research, University of Manchester**

- I have supervised the laboratory project of an undergraduate student, both in the day-to-day running of the project and its overall planning, which has yielded valuable data.
- I am also a mentor to 3 other postgraduate students.

2011**Faculty of Space Studies, University of Manchester**

- Project Manager for a series of lectures and debates as part of the annual Graduate Conference on the topic of "Warp 11 – Will We Ever Travel 'One Faster'?"
- Researcher Forum link member to Faculty Research Committee

INNOVATION AND ENGAGEMENT**2009 - present****Webmaster, Manchester Disabled Pupils Forum (voluntary) ExCITEsCI**

Currently manage 5 volunteers to deliver web-based services to local children. www.ExcITesCI.org.uk

- Developed interactive features to keep the interest of a young audience, including a discussion forum, quizzes and polls.
- Regularly meet with groups of school pupils and teachers to receive feedback and establish future needs.

2006 – 2008**Co-ordinator, Students For Schools Scheme, Birmingham (voluntary)**

Initiated and co-ordinated this programme to link university students to special needs and regular schools as part of classroom support and local community paired reading schemes (part-time during term, full-time during vacations).

PROFESSIONAL MEMBERSHIPS

The Institute of Interstellar Scientists – Member.

The British Astrometrics Society - Secretary of the North West Branch.

Organised series of visits to Dilithium centres in the UK

PUBLICATIONS

1. Can include journal articles, book chapters, conference papers and presentations, and work in progress etc.
2. Use the Harvard System to reference.

REFEREES (as other examples – academic or research normally 3)

Skills-based CV



CV2: Job not directly related
to degree

MARTIN DIXON

Contact Address 45 Wilham Way, Fallowfield, Manchester, M14 7DP
Telephone No. 0161 273 1234
E-mail Address mdixon3@hotmail.com

PERSONAL PROFILE

Numerate graduate with broad IT knowledge, proven leadership skills and experience of working with demanding external clients seeks a first position in IT Business Consultancy.

KEY SKILLS

IT – Technical and Client Management Skills

Webmaster for community website and forum for local disabled school pupils. This involved:

- Learning to programme in BASIC, C++, Java, Visual Fox Pro 5, Perl, Macromedia Flash 4, and making use of database applications such as Fox Pro and Microsoft Access.
- Determining the needs of a demanding group of clients and delivering to high standards. Regularly meet with groups of school pupils and teachers to receive feedback and establish future needs.
- Developing interactive features to keep the interest of a young audience, including a discussion forum, regular quizzes and polls - visit the site at <http://www.wickednet.org.uk>
- In addition, I am proficient in many Microsoft Office packages (Word, Excel etc), UNIX and LINUX operating systems, and in the use of many scientific database packages.

People and Project Management

- Alongside my own postgraduate research, I have supervised the laboratory project of an undergraduate student, both in the day-to-day running of the project and its overall planning, which has yielded valuable data. I am also a mentor to other postgraduate students, a position I have held for two years.
- Worked with a diverse range of people in special needs and regular schools for five years, and three years on a university student counselling service. Successfully managed a group of five volunteers to develop the community website, its success attracting £1500 of funding from a multinational company. A school reading scheme I set up and co-ordinated in Birmingham encompassed four schools and fifty volunteers.

Communication Skills

- Lead a range of community projects, including acting as a figurehead for a voluntary organisation, articulating the aims of the group to other members of the Manchester Disabled Pupils Forum.
- Delivered academic lectures to my department on my research and attended schools in France and Britain as a visiting speaker for 'Global Links' and 'Researchers in Residence' schemes, presenting material on international issues and science respectively.

Problem Solving

- My ability to analyse a problem, develop suitable strategies and display independent thought has allowed me to successfully work in four distinct areas of Interstellar Science. Through my own personal initiative I have developed new techniques in areas novel to our research group. These results are in the process of being reviewed for publication, and have been presented to my colleagues and other students in a series of seminars.

EDUCATION

- 2009 - 2012** **PhD Warp Core Technologies**
Torres Centre for Dilithium Research, University of Manchester
Supervised by Dr Benjamin Sisko - submitted Autumn 2007.
- 2005 - 2009** **BSc (Hons) 2:1, Interstellar Sciences, University of Birmingham**
Final year dissertation at the Institute of Propulsion Research, Dudley.
- 2007 - 2008** **University of Strasbourg, France (exchange programme)**
Lived in France for one year, attending lectures, and working on a 9-month research project on Warp Plasma Filters.
- 2005 - 2007** **Leonard McCoy Upper School, Nottingham**
A levels: Physics (A), Maths (A), Biology (B), General Studies (B)
GCSEs: 7 As and 3 Bs, including English, Computer Studies and French.

WORK EXPERIENCE

- 2009 - present** **Webmaster, Manchester Disabled Pupils Forum (voluntary)**
Currently manage 5 volunteers to deliver web-based services to local children.
- Summer 2010** **Research Assistant, Institute of Propulsion Research, Dudley**
Managed two six week research projects, from initial project plan to successful conclusion. Provided practical laboratory support to senior research manager.
- Summer 2007** **Estate Worker, Chateau du Lac, Ribeaupville, France**
Lived and worked with 20 other students on a busy farm - dramatically improved my French and provided an excellent introduction to my year in France.
- 2005 - 2007** **Co-ordinator, Students For Schools Scheme, Birmingham (voluntary)**
Initiated and co-ordinated this programme to link university students to special needs and regular schools as part of classroom support and local community paired reading schemes (part-time during term, full-time during vacations).

Other Positions of Responsibility

- Department Rep (4th Year)** Staff/Student Committee for Interstellar Sciences; introduced recycling bins to all labs, lecture theatres and concourses in the Zephraan Cochrane Building.
- Class President** Elected to this position representing overseas students on my course at the University of Strasbourg; organised regular social events with the French students and an end of course Science Fair for local school pupils.

OTHER SKILLS AND INTERESTS

- Running** An avid runner, I usually run over 20 miles a week.
- Football** Regularly play five-a-side with friends and in competitions.
- Music** Qualified to grade 5 on the violin; also enjoy many genres of contemporary music.
- Languages** Proficient in French, basic spoken German.
- Full driving licence held since 2001.

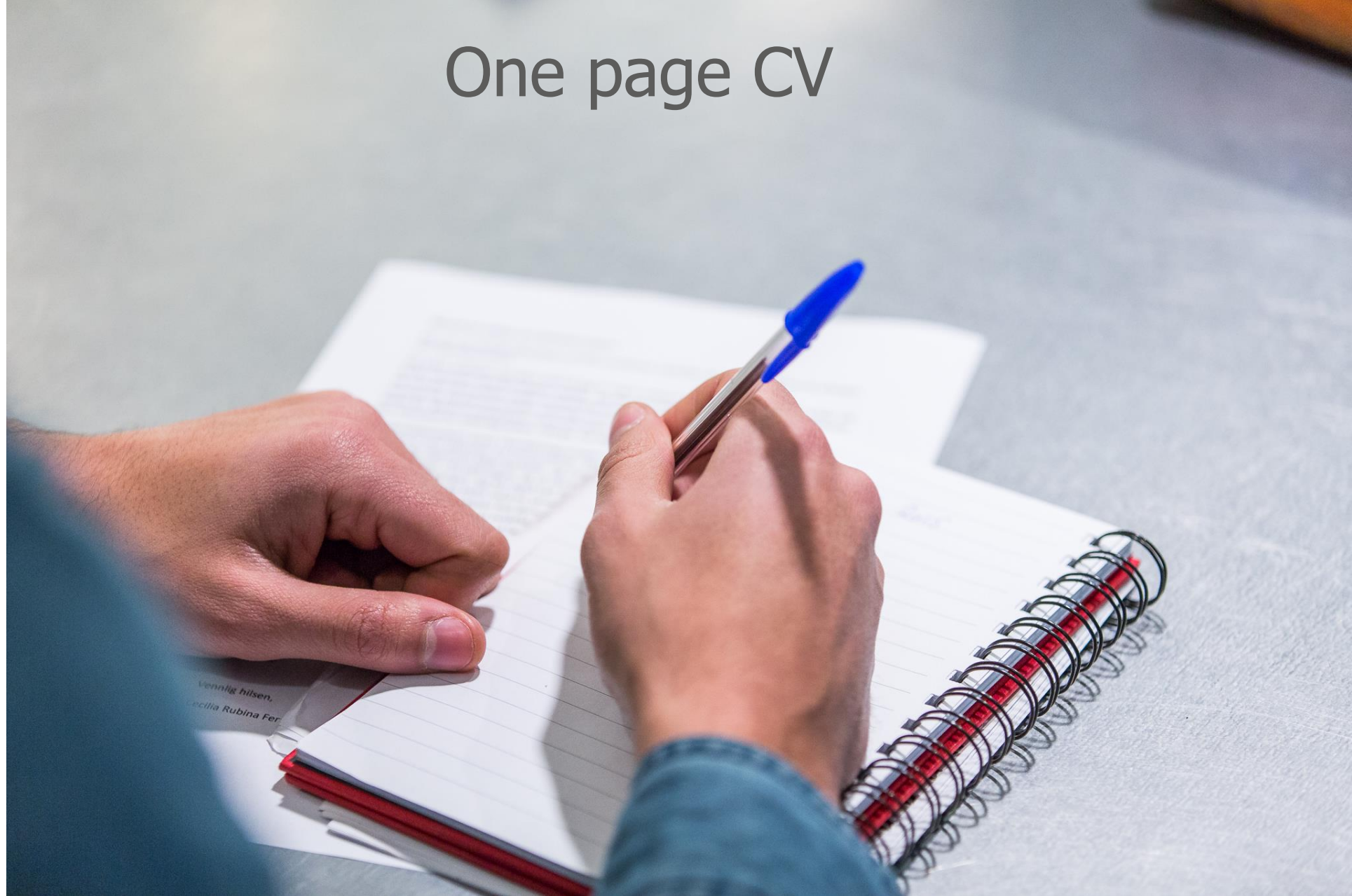
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University of Manchester
Zephraan Cochrane Building
Oxford Road
Manchester M13 5PT
Tel: 0161-275-5678
E-mail: bsisko@man.ac.uk

Ms Deanna Trol
Chair, Manchester Disabled Pupils Forum
143 Regent Street
Chorlton
Manchester M21 9ND
Tel: 0161-274-4321
E-mail: dtrol@talk21.com

CV adapted from University of Manchester Careers Service material

One page CV





ANDERS NILSEN



andern@gmail.com



123 45 678



Arupsgate 4, 0656 Oslo



<https://no.linkedin.com/in/andernil>



Utdanning

Student ved masterprogrammet i Statsvitenskap
Universitetet i Oslo / Berkeley

mm.åå - d.d

Forskningsmetode og statistikk. Miljø- og ressurspolitikk, forhandlings teori, politisk etikk, verdier og samfunnspolitiske endringer. Mastergradsoppgave: 'Miljø- og samfunnsansvar, policy og praksis i norske bedrifter'. En studie av 40 bedrifters forhold til miljø- og samfunnsansvar (leveres dd.mm.åå). Graden inkluderer et semester ved University of California, Berkeley, med spesialisering i 'Corporate Social Responsibility'.

Bachelor i kultur- og samfunnsfag
Universitetet i Oslo

mm.åå - d.d

Offentlig politikk og administrasjon, politisk analyse og internasjonal politikk, samt engelsk. Bacheloroppgave om kommunesammenslåing og folkeavstemninger.



Erfering

Prosjektmedarbeider, Grorudalssatsingen
Oslo Kommune, Byrådsavdeling for byutvikling

mm.åå - d.d

Utarbeide og holde presentasjoner, informasjonstiltak, kontakt med presse og samarbeidspartnere, besvare henvendelser fra beboerne i bydelene. Ansvarlig for ukentlig nyhetsbrev. Deltidsstilling i kombinasjon med studier.

Presentasjonsteknikk. Medietrening. Research

Redaktør, Zoon Politicon
Universitetet i Oslo

mm.åå - d.d

Planlegge og gjennomføre 3 utgivelser pr semester, lede redaksjonen, skrive artikler, finne gjesteskribenter, kontakt med annonsører. ZP er et uavhengig studentmagasin for studenter og ansatte ved Institutt for statsvitenskap.

Planlegging. Ledelse. Journalistikk. Salg.

Leksehjelp
Oslo Røde Kors

mm.åå - d.d

Bistå ungdomsskoleelever med svake resultater med lekser, alle fag, to kvelder i uka.

Pedagogikk. Formidling. Tålmodighet



Resultater

- 1 30% økt tilfredshet med kommunikasjon i prosjektet Grorudalssatsingen
- 2 God kunnskap om bedrifters miljø og samfunnsansvar gjennom studie av 40 bedrifters forhold til miljø og samfunnsansvar
- 3 God språk og kulturkompetanse fra utveksling i USA og lengre opphold i Latin Amerika. Flytende i spansk muntlig
- 4 Gode kommunikasjonsferdigheter med erfaring fra Leksehjelp hos Røde Kors og stilling som redaktør i Zoon Politikon



Språk

<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Norsk
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Engelsk
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Spansk

“ Anders er en god lagspiller med øye for detaljer. Han er flink til å se muligheter og til å motivere de andre i teamet ”

Astrid Børresen

Bydel Østenga, Prosjektleder Grorudalssatsingen



Referanser

- Prosjektleder Astrid Børresen, Bydel Østenga, tlf. 22 34 56 87
- Kontorsjef Gottfred Haraldssen, Madsen Markiser AS, tlf. 22 68 98 45
- Veileder Harald Larsen, Institutt for Statsvitenskap, tlf. 22 85 32 08



COVER LETTER |

How do you distinguish between a CV and a cover letter?

CV= Past + what

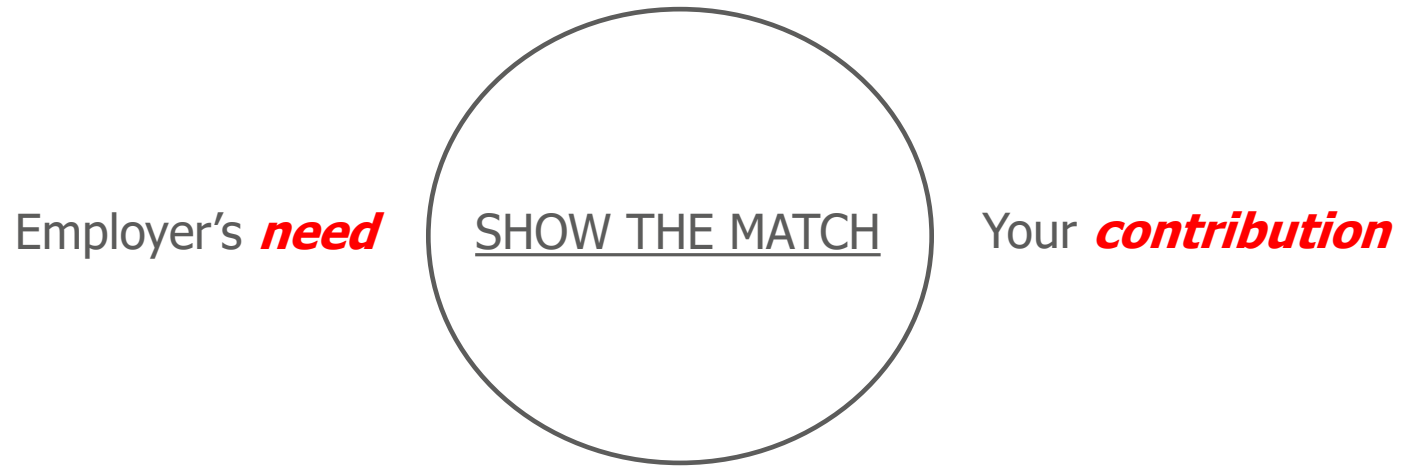
Cover letter= future oriented + why



THE COVER LETTER

-I seek this position because I want to contribute to children with reading difficulties being better equipped to learn. With a master's degree in dissemination of literature and experience as a temporary teacher, I can participate in the development of good content as well as educational measures that work in a classroom situation.

- I am a 26 year old girl from Moss and currently a graduate student in literary theory at the University of Oslo. I have been a substitute teacher for 5 years and have extensive experience within the service industry through a part-time job in a restaurant. The position advertised is fascinating, challenging and interesting and I think that with my background, I would be a good fit for the position.



The cover letter



Heading: Application for ... (repeat the name of the position)

OPENING SENTENCES:

State that you are applying for the job – short, with reference to where you have seen the ad. Mention who you have talked with if you have called the company or met some of their representatives.

INTRODUCTION:

Brief presentation of education, relevant experience and motivation.

- What is your motivation for applying to this job?
- What are the most important relevant competencies of yours to this employer?

ARGUMENTATION:

Based on what you claim in the introduction, show why you are a good candidate by pointing out the relevance and coherence between

- your education
- your experience and skills
- results you have achieved
- your personal qualities
- your motivation

...AND the job you are applying for!

Make links between job tasks, role, challenges, field and the organization itself.

Consider addressing: language issues, how long you are planning to stay in Norway, your international background as an asset

ENDING:

- Avoid clichés
- Specify when you can start working and that your work permit is ok
- Specify your motivation for applying
- Look ahead, see the position and the company in a bigger picture

Best regards

Signature

Motivation

- Convince the employer why you want the job
- What would you like to contribute with?
- Motivation for tasks, theme, employer

Go from general claims:

-I have a PhD in pedagogy and my education fits well to this job.



To spesific argumentation:

- I have a lot of theoretical knowledge in pedagodgy that I can use in this position when developing new courses. To give one example, I can use e-learning tools that will make the participants active in your courses so they will learn more.

Cover letter – most important thing to remember!

- Future
- Tailered for the position
- Argumentation