

CAREER CENTER NEWSLETTER

In this newsletter series from the Career Center we have presented information on defining your brand and building your network, with the aim of discovering the job market. Hopefully you now have an idea of the sector you would like to work in, and position you would like to have.

This final newsletter of the series will provide some hints and tips for **FINDING & APPLYING FOR YOUR IDEAL COMPANY JOB.**

Start your search!



Job search websites are the traditional starting point when looking for open positions, for example **Nature Careers** or **Stepstone**. Make yourself visible, upload your profile to a **job board** and set your **LinkedIn profile** to Open to Work. Consider sending a targeted **unsolicited application**. Be aware of the **hidden job market**, ask your network to let you know about job openings that are not advertised.

Apply!



The purpose of your application documents is to get you an interview. Important information for this company and this position should stand out. If you are changing industries with this application ensure that your **CV showcases the relevant skills** you have for the job. Your **cover letter should build a bridge** between you, the position and the company. When applying for **academic positions**, additional documents will also be required.

Interview!



The interview is a chance for the company to get to know you and for you to get to know them. This is where you decide if this company and position would be a good fit for you and your values. Preparation is crucial for a positive interview experience. **Research the company**, know your CV, **prepare your pitch** and some questions in advance, this will allow you to go into an interview feeling your best.

Contact us!



The **Career Center Telegrafenberg** can review and provide feedback on your application documents, and support with your interview preparation as part of our **coaching process**.