

## CREATING THE ADAPTIVE AND EVOLVING JOB APPLICATION DOSSIER SEPTEMBER 1ST 2014

Unimail, room M4389

Dr. Verity Elston (course given in English)

In the current employment situation, almost every recent doctorate holder will sooner or later decide to leave the path of a traditional academic career and seek a role elsewhere. The decision calls for the ability to reconfigure the application dossier towards very different expectations, and any number of possible opportunities. The doctorate holder needs to maintain an adaptive presentation of their candidacy, one that responds to the post in question, while also keeping track of a highly qualified and constantly evolving profile.

### Format

This one-day workshop takes a very practical approach to maintaining this balance between potential post and personal profile. It presents a method to record, organize and structure each participant's particular set of employment history, educational qualifications and skills in order to be able to efficiently and effectively create a CV and cover letter that are adapted to each potential employment situation. The participant thus has the tools to avoid sending the tired and generic application that fails to inspire potential employers.

Participants will work on reviewing and completing their personalized job application template and applying it to real (non-academic) employment opportunities in the domains relevant to the NCCR Lives core disciplines (sociology, psychology, etc.). They will work individually, in groups and with the trainer to develop the essential elements of their CV, to organize information and identify the relevant keywords and phrases to express their experience and qualifications. Participants will also review the approach and content for a cover letter.

This one-day workshop is designed to follow on from the "Developing a Comprehensive Skills Profile" training, to be provided by Pam Alean-Kirkpatrick in June 2014. As such, it integrates participants' learning, by giving them an opportunity to express those skills in the context of the search for employment after the doctorate. It will be followed by workshops and discussions on employment opportunities outside and within the university environment.

### Preparation

In preparation for the workshop, participants will be required to complete a first version of their job application template. Participants who do not fulfill this requirement will be unable to benefit fully from the training seminar.

Participants will be asked to bring their laptops to the workshop, in order to complete their personalized documents.

### Objectives

At the completion of this workshop:

- Participants will have developed a personalized base document with which to record, organize and structure their qualifications, experience, interests and achievements.
- With this document, participants will have the foundation to efficiently create an updated CV that can be adapted to different potential employment situations.
- Participants will have gained understanding of how to approach the writing of a cover letter: its content, structure and purpose.

### **Audience**

The workshop is intended primarily for doctoral candidates who are considering developing their career in a non-academic setting. Nevertheless, the methods presented are also of use in the pursuit of a traditional academic career path.

### **Language**

The seminar will be conducted in English, although interaction can be in French (depending on the participants' abilities).

### **Trainer**

Head of the CUSO programme in generic skills, Verity Elston has broad professional experience in the private and public sectors in several countries, including in middle- and high- level recruitment. She holds a doctorate in Sociocultural Anthropology from the University of Chicago, and has conducted qualitative and quantitative research on careers for doctorate holders in Switzerland and in Europe more generally.