



# **Professional Development**

## **Self perception**

## **and Job Applications**

**for Master's Students in Economics**



## SCHEDULE

Session	DATE	<b>Input-</b> Interaction, Advice	<b>Output-</b> Practicals, Workshop, Production
	<b>1<sup>st</sup> week September</b>	<b>Discover EasyRecrue and video yourself answering the questionnaire</b>	
<b>1 2</b>	<b>8/9 Sept 15/16 Sept</b>	<b>Introduction/Self Perception/Elevator speech Describing oneself and one's skills</b>	<b>Questionnaires/ Write a description of yourself, your studies: past present future Write an elevator speech for session 2 Bring in first draft of your CV for session 3</b>
<b>3 4</b>	<b>22/23 Sept 29/30 Sept</b>	<b>Building and maintaining your network/ Profile statements LinkedIn CV tips</b>	<b>Improve your CV (bring laptops to class) Write your profile statement</b>
<b>5 6</b>	<b>6/7 Oct 13/14 Oct</b>	<b>CV/Application letters</b>	<b>Submit Final Draft of your CV to your teacher and A letter applying for an internship (or a statement of purpose) <b>by 20<sup>th</sup> October</b></b>
<b>7</b>	<b>20/21 Oct</b>	<b>Interviews/Networking tips/Telephoning/Skype</b>	<b>'Selling' yourself- panel interviews- speed networking</b>
	<b>27<sup>th</sup> Oct to 2<sup>nd</sup> Nov</b>	<b>Mid term Break Do a second EasyRecrue Video Interview</b>	
<b>8 9 10</b>	<b>4/5 Nov 10 Nov/TBC 17/18 Nov</b>	<b>Interview Practice</b>	<b>Group activities at the same time/Prepare BND</b>
<b>25<sup>th</sup> November Business Networking Day</b>			

1,2

# Self perception

## SELF DISCOVERY- Discuss

Who are you?

What are your strengths and weaknesses?

Qualities and faults?

What kind of team player are you?

In what situations do you feel very (un)comfortable?

---

## MEREDITH BELBIN and TEAM WORK

---

“A team is not a bunch of people with job titles, but a congregation of individuals, each of whom has a role which is understood by other members. Members of a team seek out certain roles and they perform most effectively in the ones that are most natural to them.” **Dr. R. M. Belbin**

Belbin Team Roles are used to **identify people's behavioural strengths and weaknesses in the workplace**. Each of us can play two or three Team Roles well, and should learn to adapt our behaviour to the needs of the of team's objective. Belbin Team Roles measure behaviour, not personality, and so can be defined as:

A tendency to behave, contribute and interrelate with others in a particular way.

The Team Roles that Meredith Belbin identified are used widely in thousands of organisations all over the world today. By identifying our Team Roles, we can ensure that we use our **strengths to advantage** and that we **manage our weaknesses** as best we can. Sometimes, this means being aware of the pitfalls and making an effort to avoid them.

Whilst Belbin suggests that people tend to adopt a particular team-role, bear in mind that your behavior and interpersonal style within a team is to some extent dependent on the situation: it relates not only to your own natural working style, but also to your interrelationships with others, and the work being done.

Be careful: you, and the people you work with, may behave and interact quite differently in different teams or when the membership or work of the team changes.

Also, be aware that there are other approaches in use, some of which complement this model, some of which conflict with it. By all means use this approach as a guide. However do not put too much reliance on it, and temper any conclusions with common sense.

## A Self-Perception Questionnaire for Team Roles (Source: Dr Meredith Belbin)

### Step 1 of 4

In each of the seven sections below, distribute a total of exactly ten points among the sentences that you think best describe your behaviour in a team situation. Points may be assigned to some of the sentences, all of the sentences or, possibly, just one of the sentences.

#### Section 1 - What I believe I can contribute to a team:

a	I can quickly see and use new opportunities	
b	I work well with a very wide range of people	
c	Producing ideas is one of my main strengths	
d	I am good at encouraging people to share their ideas when I think they have something of value to contribute to the team	
e	I am effective because of my ability to follow things through to completion	
f	I don't mind making unpopular decisions if I think they will lead to positive results	
g	I usually know when ideas are realistic and likely to work	
h	I am able to offer objective arguments for different courses of action	
		10

#### Section 2 – If I have a weakness in teamwork, it could be that:

a	I express frustration if meetings are not well structured and controlled	
b	I tend to be too concerned about people whose views have not been properly considered	
c	I am inclined to talk too much when the team gets on to new things	
d	My rational approach makes it difficult for me to discuss ideas with enthusiasm	
e	People sometimes find me authoritarian if I think there is a need for action to be taken	
f	I find it difficult to take the lead because I worry about upsetting team relations	
g	I tend to get carried away with my own ideas and lose sight of the larger team goals	
h	I spend a lot of time worrying about the details and things that might go wrong	
		10

#### Section 3 – When I am involved in a project with other people:

a	I am able to influence people without putting them under pressure	
b	I am always watchful to ensure that careless mistakes are avoided	
c	I am quick to remind the team not to waste time or lose sight of its goals	
d	I can usually contribute some original thinking	
e	I am always ready to support a good suggestion	
f	I like to find the most up-to-date ideas and developments	
g	I believe that my judgment helps us to make the best decisions	
h	People depend on me to see that all the necessary work is well planned and organised	
		10

## Section 4 – My usual approach to group work is that:

a	I make a point of getting to know new colleagues better	
b	I am ready to question the views of others or hold a different view from most of them	
c	I can usually find a rational argument to challenge unsound proposals	
d	I am able to make things work when a plan has to be implemented	
e	I tend to avoid the obvious and to say the unexpected	
f	I undertake any task I am given with a touch of perfectionism	
g	I am always ready to make use of contacts outside the group itself	
h	While I consider all views, I am not slow to make up my mind when a decision has to be taken	
		10

## Section 5 – I get satisfaction from a job when:

a	I am able to analyse different situations and evaluate all the choices	
b	I have to find practical solutions to problems	
c	I feel I am encouraging good working relationships	
d	I can have a strong influence over decisions	
e	I can meet people who may have something new to contribute	
f	I can get people to agree on a necessary course of action	
g	I can complete a task with my full and undivided attention	
h	I am engaged in work that stretches my imagination	
		10

## Section 6 – If I am suddenly given a difficult task with limited time and new people:

a	I prefer to consider the issues on my own and then develop an approach to the task	
b	I am drawn to work with the person who has the most positive attitude	
c	I find out what individuals can contribute in order to break the task into smaller bits	
d	My first priority is to ensure that we do not fall behind schedule	
e	I generally keep calm and maintain my ability to think clearly about the issues	
f	I stay focussed on the goal in spite of the pressures	
g	I am ready to take the lead if I feel the group is making no progress	
h	I open up discussions in order to stimulate new ideas and get things moving	
		10

## Section 7 – When I experience problems working in groups:

a	I tend to show my impatience with those who are obstructing progress	
b	I am sometimes criticised for being too rational and analytical	
c	My desire to make sure that work is done properly can sometimes hold things up	
d	I get bored rather easily and turn to other team members to stimulate my motivation	
e	It is hard for me to get started unless the goals are clear	
f	I find it difficult to explain or clarify the complex thoughts that occur to me	
g	I am conscious of demanding from others the things I am unable to do myself	
h	I am reluctant to forcefully argue my point when others oppose me	
		10

Step 2 of 4

Transfer your scores from the questionnaire, section by section, to the cells of this table:

SECTION	IM	CO	IN	TH	INV	EV	HA	FI
1	g	d	f	c	a	h	b	e
2	a	b	e	g	c	d	f	h
3	h	a	c	d	f	g	e	b
4	d	h	b	e	g	c	a	f
5	b	f	d	h	e	a	c	g
6	f	c	g	a	h	e	b	d
7	e	g	a	f	d	b	h	c
TOTALS								

Step 3 of 4

Record your total score for each column in the table below. The highest score indicates the role you usually adopt in teamwork.

Code	Role	Score	Rank
IM	Implementer		
CO	Coordinator		
IN	Initiator		
TH	Thinker		
INV	Investigator		
EV	Evaluator		
HA	Harmoniser		
FI	Finisher		

Step 4 of 4

Now read the role descriptions on the next page and match them to your scores.

## Team Role Descriptions

Team Role	Positive Contributions	Possible Downside	My Score
<b>Implementer</b>	<ul style="list-style-type: none"> <li>Provides structure for the task</li> <li>Turns plans into action</li> <li>Organises efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Can be inflexible</li> <li>Reluctant to consider new thoughts and ideas</li> </ul>	
<b>Coordinator</b>	<ul style="list-style-type: none"> <li>Gets people to work together</li> <li>Motivates people</li> <li>Clarifies goals and priorities</li> <li>Makes the best use of people's skills</li> </ul>	<ul style="list-style-type: none"> <li>Delegates too much of his/her work</li> <li>People sometimes feel they are being manipulated</li> </ul>	
<b>Initiator</b>	<ul style="list-style-type: none"> <li>Energises the team</li> <li>Provides direction</li> <li>Takes the lead</li> <li>Gets around obstacles</li> </ul>	<ul style="list-style-type: none"> <li>Is impatient</li> <li>Can be authoritarian</li> <li>Creates high levels of anxiety</li> </ul>	
<b>Thinker</b>	<ul style="list-style-type: none"> <li>Provides creativity</li> <li>Introduces new ways of thinking</li> <li>Works out solutions to difficult problems</li> </ul>	<ul style="list-style-type: none"> <li>Can be impractical</li> <li>Gets lost in his/her own thoughts and loses sight of the bigger picture</li> <li>Not a natural communicator</li> </ul>	
<b>Investigator</b>	<ul style="list-style-type: none"> <li>Builds network of contacts for the team</li> <li>Is enthusiastic and communicative</li> <li>Explores new possibilities and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Gets bored quickly</li> <li>Likes to be the centre of attention</li> <li>Can be over-optimistic</li> </ul>	
<b>Evaluator</b>	<ul style="list-style-type: none"> <li>Provides objectivity and analysis</li> <li>Thinks critically</li> <li>Is a good judge of likely outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Tends to de-motivate people</li> <li>Can be over-critical – always stresses the downside</li> <li>Distrusts imaginative thinking</li> </ul>	
<b>Harmoniser</b>	<ul style="list-style-type: none"> <li>Understands and cares about people's needs</li> <li>Nurtures team harmony</li> <li>Cooperates</li> </ul>	<ul style="list-style-type: none"> <li>Unassertive</li> <li>Indecisive when faced with hard choices</li> </ul>	
<b>Finisher</b>	<ul style="list-style-type: none"> <li>Concerned about detail and quality</li> <li>Follows tasks through</li> <li>Works hard and does things on time</li> </ul>	<ul style="list-style-type: none"> <li>Worries too much</li> <li>Reluctant to delegate</li> <li>Spends too much time on trivial detail</li> </ul>	



# MBTI PREFERENCES

Try the following test: (Online test- <http://www.humanmetrics.com/cgi-win/jtypes2.asp>)

This test is based on Carl Jung's and Isabel Briggs Myers' typological approach to personality .

## Background of the MBTI ®

Over the years since its inception in 1943, the MBTI or Myers-Briggs Type Indicator ® has evolved and been perfected through continual test research and development of ever more accurate questions. Many, many millions of people have taken the test .

Since it is considered a breach of professional ethics to administer an MBTI® without person-to-person follow-up verification by a qualified practitioner, none of the free personality tests purporting to determine your MBTI or Myers Briggs Personality Type on the Web are the "real thing." While every inventory has room for improvement, the genuine MBTI ® is the "gold standard." This modest self-scoring inventory is Not a substitute for taking an MBTI ®. It is simply an introduction to personality type or psychological type.

It will allow you to approximate your MBTI Type preferences. After completing the questionnaire, write your 4 Personality Type letter here:

--	--	--	--

Determining one's natural Myers Briggs Personality Type is frequently complicated by our life-long learning experiences. The classic question is: " Am I this way because I learned it or is this just the way I am?"

In reviewing the comparisons in our inventory, you may find yourself drawn equally to opposing personality preference choices. In such cases I suggest you try to think back to how you were before the age of 12 or even younger if you can recall. The rationale for this suggestion is the fact that by the time we are 3 years old, the core of our cognitive organization is well-fixed. . . although the brain continues to allow some plasticity until puberty.

After the onset of puberty, our adult learning begins to overlay our core personality - which is when the blending of **nature** and **nurture** becomes more evident. For some people, this "learning" serves to strengthen what is already there, but with others it produces multiple faces to personality. Discovering or rediscovering this innate core of yourself is part of the journey of using personality types to enrich your life.

Each of the four questions of the CSI inventory has two parts. The first part is a general description of the preference choices. The second part is a list of paired statements. Use **both** parts to form your opinion on your more dominant preference.

**Q1. Which is your most natural energy orientation?**

Every person has two faces. One is directed towards the **OUTER** world of activities, excitements, people, and things. The other is directed inward to the **INNER** world of thoughts, interests, ideas, and imagination. While these are two different but complementary sides of our nature, most people have an innate preference towards energy from either the OUTER or the INNER world. Thus one of their faces, either the *Extraverted* (E) or *Introverted* (I), takes the lead in their personality development and plays a more **dominant role** in their behavior.

**Extraverted Characteristics**

- Act first, think/reflect later
- Feel deprived when cut off from interaction with the outside world
- Usually open to and motivated by outside world of people and things
- Enjoy wide variety and change in people relationships

- › I am seen as "outgoing" or as a "people person."
- › I feel comfortable in groups and like working in them.
- › I have a wide range of friends and know lots of people.
- › I sometimes jump too quickly into an activity and don't allow enough time to think it over.
- › Before I start a project, I sometimes forget to stop and get clear on what I want to do and why.

**Introverted Characteristics**

- Think/reflect first, then act
- Regularly require an amount of "private time" to recharge batteries
- Motivated internally, mind is sometimes so active it is "closed" to outside world
- Prefer one-to-one communication and relationships

- › I am seen as "reflective" or "reserved."
- › I feel comfortable being alone and like things I can do on my own.
- › I prefer to know just a few people well.
- › I sometimes spend too much time reflecting and don't move into action quickly enough.
- › I sometimes forget to check with the outside world to see if my ideas really fit the experience.

▶ Choose which best fits:



**Extraversion (E)**



**Introversion (I)**

**Q2. Which way of Perceiving or understanding is most "automatic" or natural?**

The Sensing (S) side of our brain notices the sights, sounds, smells and all the sensory details of the **PRESENT**. It categorizes, organizes, records and stores the specifics from the here and now. It is **REALITY** based, dealing with "what is." It also provides the specific details of memory & recollections from **PAST** events. The Intuitive (N) side of our brain seeks to understand, interpret and form **OVERALL** patterns of all the information that is collected and records these patterns and relationships. It speculates on **POSSIBILITIES**, including looking into and forecasting the **FUTURE**. It is imaginative and conceptual.

**Sensing Characteristics**

- Mentally live in the Now, attending to present opportunities
- Using common sense and creating practical solutions is automatic-instinctual
- Memory recall is rich in detail of facts and past events
- Best improvise from past experience
- Like clear and concrete information; dislike guessing when facts are "fuzzy"

**Intuitive Characteristics**

- Mentally live in the Future, attending to future possibilities
- Using imagination and creating/inventing new possibilities is automatic-instinctual
- Memory recall emphasizes patterns, contexts, and connections
- Best improvise from theoretical understanding
- Comfortable with ambiguous, fuzzy data and with guessing its meaning.

<ul style="list-style-type: none"> <li>› I remember events as snapshots of what actually happened.</li> <li>› I solve problems by working through facts until I understand the problem.</li> <li>› I am pragmatic and look to the "bottom line."</li> <li>› I start with facts and then form a big picture.</li> <li>› I trust experience first and trust words and symbols less.</li> <li>› Sometimes I pay so much attention to facts, either present or past, that I miss new possibilities.</li> </ul>	<ul style="list-style-type: none"> <li>› I remember events by what I read "between the lines" about their meaning.</li> <li>› I solve problems by leaping between different ideas and possibilities.</li> <li>› I am interested in doing things that are new and different.</li> <li>› I like to see the big picture, then to find out the facts.</li> <li>› I trust impressions, symbols, and metaphors more than what I actually experienced</li> <li>› Sometimes I think so much about new possibilities that I never look at how to make them a reality.</li> </ul>
--	---

▶ Choose which best fits:



Sensing (S)



iNtuition (N)

**Q3. Which way of forming Judgments and making choices is most natural?**

The Thinking (T) side of our brain analyzes information in a **DETACHED**, objective fashion. It operates from factual principles, deduces and forms conclusions systematically. It is our logical nature. The Feeling (F) side of our brain forms conclusions in an **ATTACHED** and somewhat global manner, based on likes/dislikes, impact on others, and human and aesthetic values. It is our subjective nature.

**Thinking Characteristics**

- Instinctively search for facts and logic in a decision situation.
- Naturally notices tasks and work to be accomplished.
- Easily able to provide an objective and critical analysis.
- Accept conflict as a natural, normal part of relationships with people.

- › I enjoy technical and scientific fields where logic is important.
- › I notice inconsistencies.
- › I look for logical explanations or solutions to most everything.
- › I make decisions with my head and want to be fair.
- › I believe telling the truth is more important than being tactful.
- › Sometimes I miss or don't value the "people" part of a situation.
- › I can be seen as too task-oriented, uncaring, or indifferent.

**Feeling Characteristics**

- Instinctively employ personal feelings and impact on people in decision situations
- Naturally sensitive to people needs and reactions.
- Naturally seek consensus and popular opinions.
- Unsettled by conflict; have almost a toxic reaction to disharmony.

- › I have a people or communications orientation.
- › I am concerned with harmony and nervous when it is missing.
- › I look for what is important to others and express concern for others.
- › I make decisions with my heart and want to be compassionate.
- › I believe being tactful is more important than telling the "cold" truth.
- › Sometimes I miss seeing or communicating the "hard truth" of situations.
- › I am sometimes experienced by others as too idealistic, mushy, or indirect.

▶ Choose which best fits:



Thinking (T)



Feeling (F)

**Q4. What is your "action orientation" towards the outside world?**

All people use both **judging** (thinking and feeling) and **perceiving** (sensing and intuition) processes to store information, organize our thoughts, make decisions, take actions and manage our lives. Yet **one** of these processes (Judging or Perceiving) tends to **take the lead** in our relationship with the **outside world** . . . while the other governs our inner world. A Judging (J) style approaches the outside world **WITH A PLAN** and is oriented towards organizing one's surroundings, being prepared, making decisions and reaching closure and completion. A Perceiving (P) style takes the outside world **AS IT COMES** and is adopting and adapting, flexible, open-ended and receptive to new opportunities and changing game plans.

Judging Characteristics	Perceiving Characteristics
<ul style="list-style-type: none"> <li>• Plan many of the details in advance before moving into action.</li> <li>• Focus on task-related action; complete meaningful segments before moving on.</li> <li>• Work best and avoid stress when able to keep ahead of deadlines.</li> <li>• Naturally use targets, dates and standard routines to manage life.</li> </ul> <ul style="list-style-type: none"> <li>• I like to have things decided.</li> <li>• I appear to be task oriented.</li> <li>• I like to make lists of things to do.</li> <li>• I like to get my work done before playing.</li> <li>• I plan work to avoid rushing just before a deadline.</li> <li>• Sometimes I focus so much on the goal that I miss new information.</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable moving into action without a plan; plan on-the-go.</li> <li>• Like to multitask, have variety, mix work and play.</li> <li>• Naturally tolerant of time pressure; work best close to the deadlines.</li> <li>• Instinctively avoid commitments which interfere with flexibility, freedom and variety</li> </ul> <ul style="list-style-type: none"> <li>• I like to stay open to respond to whatever happens.</li> <li>• I appear to be loose and casual. I like to keep plans to a minimum.</li> <li>• I like to approach work as play or mix work and play.</li> <li>• I work in bursts of energy.</li> <li>• I am stimulated by an approaching deadline.</li> <li>• Sometimes I stay open to new information so long I miss making decisions when they are needed.</li> </ul>

▶ Choose which best fits:



Judging (J)



Perceiving (P)

Check your type, using the 4 letters on [www.myersbriggs.org/my-mbti-personality-type/mbti-basics](http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics)

## **CHARACTERISTICS ASSOCIATED WITH EACH TYPE**

---

### **ISTJ**

Quiet, serious, earn success by thoroughness and dependability. Practical, matter-of-fact, realistic, and responsible. Decide logically what should be done and work toward it steadily, regardless of distractions. Take pleasure in making everything orderly and organized - their work, their home, their life. Value traditions and loyalty.

### **ISFJ**

Quiet, friendly, responsible, and conscientious. Committed and steady in meeting their obligations. Thorough, painstaking, and accurate. Loyal, considerate, notice and remember specifics about people who are important to them, concerned with how others feel. Strive to create an orderly and harmonious environment at work and at home.

### **INFJ**

Seek meaning and connection in ideas, relationships, and material possessions. Want to understand what motivates people and are insightful about others. Conscientious and committed to their firm values. Develop a clear vision about how best to serve the common good. Organized and decisive in implementing their vision.

### **INTJ**

Have original minds and great drive for implementing their ideas and achieving their goals. Quickly see patterns in external events and develop long-range explanatory perspectives. When committed, organize a job and carry it through. Skeptical and independent, have high standards of competence and performance - for themselves and others.

### **ISTP**

Tolerant and flexible, quiet observers until a problem appears, then act quickly to find workable solutions. Analyze what makes things work and readily get through large amounts of data to isolate the core of practical problems. Interested in cause and effect, organize facts using logical principles, value efficiency.

### **ISFP**

Quiet, friendly, sensitive, and kind. Enjoy the present moment, what's going on around them. Like to have their own space and to work within their own time frame. Loyal and committed to their values and to people who are important to them. Dislike disagreements and conflicts, do not force their opinions or values on others.

### **INFP**

Idealistic, loyal to their values and to people who are important to them. Want an external life that is congruent with their values. Curious, quick to see possibilities, can be catalysts for implementing ideas. Seek to understand people and to help them fulfill their potential. Adaptable, flexible, and accepting unless a value is threatened.

### **INTP**

Seek to develop logical explanations for everything that interests them. Theoretical and abstract, interested more in ideas than in social interaction. Quiet, contained, flexible, and adaptable. Have unusual ability to focus in depth to solve problems in their area of interest. Skeptical, sometimes critical, always analytical.

### **ESTP**

Flexible and tolerant, they take a pragmatic approach focused on immediate results. Theories and conceptual explanations bore them - they want to act energetically to solve the problem. Focus on the here-and-now, spontaneous, enjoy each moment that they can be active with others. Enjoy material comforts and style. Learn best through doing.

### **ESFP**

Outgoing, friendly, and accepting. Exuberant lovers of life, people, and material comforts. Enjoy working with others to make things happen. Bring common sense and a realistic approach to their work, and make work fun. Flexible and spontaneous, adapt readily to new people and environments. Learn best by trying a new skill with other people.

### **ENFP**

Warmly enthusiastic and imaginative. See life as full of possibilities. Make connections between events and information very quickly, and confidently proceed based on the patterns they see. Want a lot of affirmation from others, and readily give appreciation and support. Spontaneous and flexible, often rely on their ability to improvise and their verbal fluency.

### **ENTP**

Quick, ingenious, stimulating, alert, and outspoken. Resourceful in solving new and challenging problems. Adept at generating conceptual possibilities and then analyzing them strategically. Good at reading other people. Bored by routine, will seldom do the same thing the same way, apt to turn to one new interest after another.

### **ESTJ**

Practical, realistic, matter-of-fact. Decisive, quickly move to implement decisions. Organize projects and people to get things done, focus on getting results in the most efficient way possible. Take care of routine details. Have a clear set of logical standards, systematically follow them and want others to also. Forceful in implementing their plans.

### **ESFJ**

Warmhearted, conscientious, and cooperative. Want harmony in their environment, work with determination to establish it. Like to work with others to complete tasks accurately and on time. Loyal, follow through even in small matters. Notice what others need in their day-by-day lives and try to provide it. Want to be appreciated for who they are and for what they contribute.

### **ENFJ**

Warm, empathetic, responsive, and responsible. Highly attuned to the emotions, needs, and motivations of others. Find potential in everyone, want to help others fulfill their potential. May act as catalysts for individual and group growth. Loyal, responsive to praise and criticism. Sociable, facilitate others in a group, and provide inspiring leadership.

### **ENTJ**

Frank, decisive, assume leadership readily. Quickly see illogical and inefficient procedures and policies, develop and implement comprehensive systems to solve organizational problems. Enjoy long-term planning and goal setting. Usually well informed, well read, enjoy expanding their knowledge and passing it on to others. Forceful in presenting their ideas.

See also : occupations associated with each type /job stressors for each type, celebrity MBTIs ;-)

## MY SOCIAL STYLE

The purpose of the Social Style Profile is to both build awareness and to develop interpersonal versatility. While it is true that a person's basic social style is not normally open to change, the purpose of the Social Style Profile is to help people learn how they can modify or adjust their behavioural tendencies temporarily in order to improve their relationships with others. Our research shows that people who have the ability to be **versatile** have more successful business and personal relationships.

It is important to know that the 'Self-Profile' tool reports self-perception only, giving an indication of what you believe your Social Style to be. The Self Profile is designed as a quick, fun and thought-provoking tool, whereas the complete Wilson Learning Social Style Profile is based on the perception of behaviour by others, and also indicates how versatile you are.

People are generally not good observers of their own behaviour, and therefore, the perceptions of others are considered the best way to measure a person's Social Style. Research Wilson Learning has conducted over the years suggests that self and other's perceptions disagree at least 30 percent of the time!

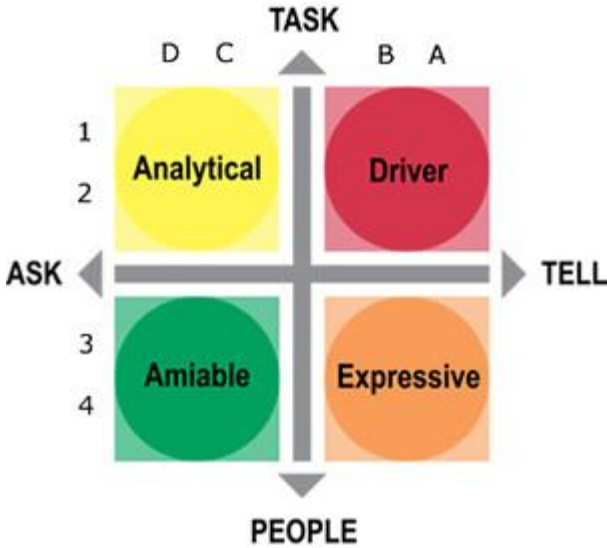
### Questionnaire Instructions

To determine your Social Style, note down the number or letter in each of the scales below that best represents how you perceive yourself.

I WOULD BEST DESCRIBE MYSELF AS:

goes along.....takes charge	private.....warm
D      C      B      A	1      2      3      4
quiet.....talkative	calm.....excitable
D      C      B      A	1      2      3      4
supportive.....challenging	task-oriented.....people-oriented
D      C      B      A	1      2      3      4
compliant.....dominant	eyes serious.....eyes friendly
D      C      B      A	1      2      3      4
asks questions.....makes statements	talks only business.....shares personal feelings
D      C      B      A	1      2      3      4

cooperative.....competitive	reserved.....outgoing
D      C      B      A	1      2      3      4
introverted.....extroverted	wants or uses facts .....wants or uses opinions
D      C      B      A	1      2      3      4
slow, studied.....fast-paced	does not express emotion.....expresses emotion
D      C      B      A	1      2      3      4
constrained.....open	objective..... personal
D      C      B      A	1      2      3      4



Total the number of times that each letter and number is circled. The letter and number with the highest totals combine to represent an indication of your Social Style by verbal and non-verbal behaviour.

Use the Social Style Matrix to plot where your highest letter and highest number intersect. This will show your self-perceived Social Style.



## SOCIAL STYLES EXPLAINED:

### ***ANALYTICAL***

Analyticals are often perceived as deliberate, thorough, and logical, and as listeners who follow procedures, carefully weigh all alternatives, and remain steadfast in purpose. They are seen as disciplined, independent, and as people who are likely to let others take the social initiative.

They tend to be conservative, businesslike, and persistent in their relationships with others.

They tend to pursue their goals only after they have eliminated much of the risk and compiled plenty of data to support a project's purpose, practicality, and policy. They follow an orderly process, paying attention to all the details.

Here are some of the phrases often used to describe Analyticals:

- Seem technically oriented, often seeking structure, certainty, and evidence before making decisions
- Appear quiet and unassuming; show little emotion when dealing with others
- Take little social initiative with others; may remain guarded until a strong relationship has been developed
- Like to extend existing ideas and procedures before going on to something new

The following tendencies are often seen as strengths:

- Seem able to approach problems on the basis of facts and logic and to create solid solutions
- Tend to make the most practical decision by being thorough and researching ideas
- Like to discover new ways of solving old problems
- Seem competent in working out a problem and in getting a job done right

### ***DRIVER***

Drivers are often perceived as businesslike and results-oriented, and as people who like to take initiative. They are seen as liking to challenge new ideas and respond quickly. They often correct, modify, or add to others' suggestions. They are seen as straightforward, decisive, and quick to act.

They seem to be most comfortable pursuing their goals when they are in charge and taking the initiative. They are often seen as responding well to situations in which they can map out plans and have others carry them out. They take risks to make things happen, and view problems as just another challenge.

Here are some of the phrases often used to describe Drivers:

- Are often direct and to the point when dealing with others
- Seem to have strong opinions and convictions
- Like to initiate, control, and serve as own motivator
- Tend to be efficient, hardworking, and results-oriented

The following tendencies are often seen as strengths:

- Seem confident and competent to take charge
- Like challenges and may even prefer to deal with things that are difficult to master
- Seem able to direct and productively coordinate the work of others
- Are seen as taking responsibility and making things happen

### ***AMIABLE***

Amiables are often seen as quiet, unassuming, and supportive. They are seen as warm, friendly listeners who seem easy to get along with, as people who enjoy personal contact and shared responsibility.

They tend to pursue goals by first establishing strong personal ties. They may be perceived as avoiding risks or fast decisions unless they have strong support or data to back them up.

They like time to build relationships and to seek support and feedback from others before they make decisions. They are often cooperative in their interactions with others.

Here are some of the phrases often used to describe Amiables:

- Seem to accept others, placing a high priority on getting along
- Appear quiet, cooperative, and supportive
- Seem easy to get to know and work with
- Like to minimize interpersonal conflict whenever possible

The following tendencies are often seen as strengths:

- May give advice or counsel; may help others and provide positive comments about other people's work and accomplishments
- May have a deep sense of loyalty and dedication to those in their work and peer groups
- Seem able to communicate a great deal of trust and confidence in other people
- Tend to make people feel comfortable about themselves

### ***EXPRESSIVE***

Expressives are often perceived as energetic, inspiring, and emotional. They are seen as people who feel comfortable taking the social initiative, often spending time engaging in friendly conversation before moving on to the task at hand.

They tend to rely on feelings to help make decisions. They are seen as easily excitable and ready to share insights and dreams.

Here are some of the phrases often used to describe Expressives:

- Appear to be excitable, talkative, and intuitive
- Seem to like an audience; applause or recognition may be a cherished reward
- Are seen as risk takers, competitive, and spirited
- Are often visionary, creative, and inspirational

The following tendencies are often seen as strengths:

- Seem able to energize and motivate others
- Like to stimulate creative exchange of ideas
- Tend to be enthusiastic and ambitious
- Often share dreams and ideas

**Using the vocabulary above, and what you have learnt , write a detailed description of your personality**

## MY STUDIES

**Now that you can talk about the type of person you are, think about what skills you have acquired.....**

**Underline what subjects you want to emphasize**, then practice talking about what you have learnt, what you would like to do in the future, **and why**.....

Macroeconomics, econometrics, game theory, Political Economy, resources and environment, probability theory, public economics, microeconomics, applied econometrics, corporate finance, International economics, advanced calculus, Stochastic processes, Time series, dynamic optimization, asset engineering, civil contracts, European contract law, domestic market law, intellectual and industrial property law,

Markets and organizations- models of industrial organizations, econometric methods, industrial relationships, how markets work, quantitative economics, development economics, natural resources, competition, market strategies, applied corporate finance, law and economics of competition policy, forecasting, energy markets, green business strategies, responsible investment, the Food Industry, Air Transport Economics, Infrastructure

Statistics, software applications- SAS, R, MATLAB, database management, the tertiary sector (the service industry), actuarial studies, quantitative analysis, biostatistics, banking and insurance, marketing, research consultancy, GREMAQ, IMT, Town planning, housing, data mining, surveys, life cycles and insurance, spatial econometrics and geomarketing, empirical finance, web mining, optimization, spreadsheets

Competition in a free market, the behavior of market players, policy enforcement, legal consultancy, innovation and product differentiation, Industry regulation, state intervention and competition, case studies, ARQADE, LERNA

Problems facing developing countries, poverty, government failure, the World Bank, the UNDP, foreign aid-organization and effectiveness, the AFD, civil wars, transnational terrorism, international trade and development, micro-finance, land and labour

Environmental issues- pollution, climate change, biodiversity, taxes, green business strategies, cleaner technologies, product labeling, natural resources, sustainable development, forestry and fisheries, INRA, water agencies, economics of risk and time, cost benefit analysis, water economics,

My skills in IT, languages and communications, team building/leading, management.....

## Economics Student Employability Profile

What skills has economics taught you? An employability profile is predominantly a list of the skills you will have once your Economics degree is complete.

**A typical Economics graduate** can:

- **Abstract and simplify** in order to identify and model the essence of a problem
- **Analyse and reason** - both deductively and inductively
- Marshal evidence and to assimilate, structure and **analyse qualitative and quantitative data**
- **Communicate concisely results** to a wide audience, including those with no training in Economics
- **Think critically** about the limits of one's analysis in a broader socio-economic context
- **Draw economic policy inferences** and to recognise the potential constraints in their implementation
- **Apply literary and information-processing skills**, as well as interpersonal skills
- Demonstrate **understanding of economics concepts and principles**
- Demonstrate **understanding of economic theory and modelling approaches**, and their competent use
- Demonstrate **proficiency in quantitative methods** and **computing techniques** and know how to use these techniques and methods effectively across a range of problems
- Display understanding of the **sources and content of economic data** and evidence and of those methods that might be applied appropriately to the analysis of such data
- Know how to **apply economic reasoning to policy issues** in a critical manner
- Demonstrate knowledge in an appropriate **number of specialised areas in economics**, as well as a appreciation of the research literature in these areas
- Display familiarity with the possibility that **many economic problems may admit of more than one approach** and may have more than one solution
- **Communicate**: present findings and explaining complex data to a wide range of audiences in a concise and easily understood manner ; confident in group discussions and the preparation of written technical and non-technical materials.
- Handle complex data presented in a numerical form, using this data to draw conclusions and make recommendations as well as applying mathematical and statistical analysis methods to the data: **Numeracy**
- **Problem-solve**: extract relevant information, draw conclusions and make logical recommendations whilst considering the wider social and political influences.
- **Compute**: use specialised software to analyse data, present findings using appropriate IT methods and produce visual presentation to inform and shape decisions. Time management: complete specific tasks within designated time frames.
- **Analyse** research methods, methodologies, data, conclusions and recommendations, critically evaluating government policy and assessing performance against home and global economies

3,4

# WRITING A CV

## CV WRITING TIPS

- You have 20-30 seconds to attract the attention of busy professionals
- Tell the truth
- 1-2 pages
- Easy to read, well-organised- **CLEAR, CONCISE, LOGICAL, COHERENT** use of type/size/headings/lines
- No fancy colours / patterns- black and grey
- 1<sup>st</sup> or 3<sup>rd</sup> person without pronouns
- Use bullet points, section headings (no boxes)
- No photos unless asked
- No ethnic origin, religion, marital status, gender, age
- No failures, no salary information
- No title page, no binders
- No obscure abbreviations/acronyms
- No underlining
- No whole sentences, avoid wordiness
- Do not split an entry under one heading over 2 pages
- Leave white space for note taking/questions
- Good quality A4 paper (100g)
- Give details only if they ADD value
- Use reverse chronology- present to past
- Crisp and punchy style
- Use action verbs to describe your work experience, results-oriented, concrete examples
- Job title and name of company is not enough- says nothing of the skills you have acquired
- Don't presume the reader knows the company you worked for- give description
- Have it proofread by several native speakers for spelling, typos, punctuation, grammar, Frenchisms
- If sending by e-mail, use common word processing app. so it will print properly



## STRUCTURE

1. The heading should be your name (perhaps with your most impressive qualification), address and contact details, including both a home and daytime number.
2. Next, if you want, write a short self-profile, but avoid hype and generalities.
3. Keeping it brief, list your education history with dates attended/main subjects/options selected, together with any language skills, IT skills
4. Then the main part: starting with your current job and working backwards, describe the companies that you worked for and your major achievements in bullet form. Your role, responsibilities, initiatives- quantify your results
5. End with any essential extra information, hobbies and interests if you must, date of birth and family details depending on the recipient's location—UK companies like to see date of birth, while American ones, fearful of age-discrimination lawsuits, would just as soon prefer you not volunteer the information.

## HEADINGS

- **EMPLOYMENT HISTORY/PROFESSIONAL EXPERIENCE**
- **EDUCATION AND QUALIFICATIONS**
- **INTERESTS AND ACHIEVEMENTS**
- **ADDITIONAL INFORMATION**

Next pages- Action verbs for Resumes

Financial skills	Creative skills	Helping skills	Research skills	Technical skills	Teaching skills	Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

## Qualifications

Check all your qualification equivalences before adding them to your CV

<b>France</b>	<b>Great Britain</b>	<b>United States</b>
Lycée	Sixth Form College	Senior High School
Baccalauréate	French equivalent of 'A' levels in...(three main subjects)	High School Diploma
avec mention - baccalauréat - mais licence et maîtrise	obtained with distinction obtained with Honours	obtained with distinction obtained with Honors
Baccalauréat L	Literature	
Baccalauréat ES	Economics / Social Sciences	
Baccalauréat S	Natural Sciences	
<b>Higher Education...</b>		
Collège	Secondary School	Junior High School Middle School
Lycée technique	Technical College	
Classes préparatoires	Undergraduate courses to prepare nationwide competitive exams in economics / sciences...	
Université	University	University / College
UFR de ...	Department of ...	
Ecole Nationale Supérieure de Sup de Co.	National Institute of ... School of Business Administration	
IUT	University Institute of Technology	
IEP	Institute of Political Sciences	
Ecoles supérieures de commerce	Business Schools	
Ecoles d'ingénieurs	Engineering Schools	
TSE	Toulouse School of Economics	
<b>Qualifications...</b>		
BTS / DUT	HNC / HND	Associate Degree in...
DEUG	Two Year Degree in ...	Associate Degree in...
Licence de ...	B.A. (Bachelor of Arts) B.S. (Bachelor of Science) Bachelor's Degree in...	B.A. / B.S. in ...
Maîtrise de	M.A. / M.Sc in ... Master's Degree in ...	M.A. / M.S. in ...
Admission sur titre	Admitted based on record	
DEA / DESS	Postgraduate degree in ...	
DEUG	Two year university degree in ...	
Doctorat	PhD	
Formation continue	Night school in ... Further education courses in ...	Continuing Education
Alternance	Apprenticeship	
Concours	Entrance Exam	
<b>Activities / experience</b>		
Stage	Training period Work placement	Internship
Stagiaire	Trainee	
Année de césure	Gap Year	



<b>France</b>	<b>Great Britain</b>	<b>United States</b>
Mémoire de stage	Internship dissertation	Internship report
Mémoire de fin d'études	Dissertation	Thesis
Matières dominantes	major	
Temps complet	Full time employment	
Mi- temps	Part time employment	
Contrat à durée - déterminée	Temporary employment Summer job	Vacation job
<b>School involvement</b>		
Vie associative	School involvement	
Délégué	Class representative Delegate	
BDE	Student council Board member	
Junior Entreprise	Member of school's "Junior Enterprise" – project management for companies	
<b>Langues</b>		
Bilingue	Bilingual	
Très bon niveau	Advanced level Highly proficient	
Bon niveau	Upper intermediate level	
Écrit, lu, parlé	Intermediate level	
Débutant	Beginner Elementary level Basic working knowledge	

### Websites to consult before writing your CV

<http://www.econ.umd.edu/graduate/information/placement/cv>

<http://www.bris.ac.uk/careers/advice/cvs-covering-letters-booklet.pdf>

<http://www.lse.ac.uk/intranet/CareersAndVacancies/careersService/CVcoverApps/CVs/ExampleCVs.aspx>

## CV Peer Review

You are going to peer review each other's CVs. You will check the format and content, try to understand the other student's experience (which he/she will explain), and try to improve the CV as much as you can. When you have finished working with one student, find another partner.

### What to look out for:

#### 1. Format:

- **\*\*Consistency** (i.e. if he writes "Toulouse, France" he must continue with "Paris, France" or "city, country" for each entry)
- Photo / other info that shouldn't be on the CV? Last name NOT IN CAPITAL LETTERS.
- Check the specific format of the document you are checking, keeping in mind country-specificities (e.g. if it is a UK CV, how do you write the date?, etc.)
- Font/layout: is this as clear/effective as it could be? Could you suggest any improvements?
- Names in French stay in French. You can explain afterwards. Use full titles if possible.
- No full sentences
- Be sure the person reading the CV can see you're preparing a Master's Degree and in what!
- Levels → useful. But CECRL is only for Europe! Otherwise, "Proficient", "Good working knowledge", "Basic working knowledge", etc.
  - Be accurate but don't undersell yourself.
- Be sure what you write means something to the reader (e.g. "prépa", "31" means nothing to a foreigner)
- Reverse chronological order, keep it on 1 page if you can.

#### 2. Content: Is it clear and concise? Does it grab your attention?

- PROVE IT! Back up what you say with specific precise examples.
- No generic jobs, but specific, detailed tasks. Break down every job into what the individual tasks you did were. If you "worked in an office", what does that mean? What did you do on a daily basis and even just once or twice?
- **Specify!** (e.g.: NOT "worked grape picking" but something like "worked on a team," "accomplished a common goal," "successfully worked under time constraints," etc.) In Anglo-Saxon countries, we consider that even jobs not directly linked to your career as an engineer can bring you important practical skills like team-work, organization, etc. Be sure that appears clearly!
  - **Volunteer** work can be **Work Experience** (doesn't have to have been paid work!)
- Put **names & dates** where relevant – makes it more real for the reader. (e.g. Play soccer. → Member of TSE Soccer Team, 2015-2016)
- Selected coursework → if include, be specific! "Computational Fluid Dynamics", etc. Not "Maths" (vague).
- **Action verbs**. If you can, use "power verbs" (see sheet in packet) to describe what you did instead of common verbs like "do," "work," etc. Use synonyms; check on list for additional descriptive verbs.
  - Example: "Helped in an office" could become something like "assisted management," "redirected phone calls," "accomplished receptionist tasks under limited supervision," etc.

**3. English** → check their English. Don't hesitate to try to improve something if you think it could be better. The student can check or ask for help afterwards. Try to help improve each others' English as much as possible (grammar, precision in vocabulary, avoiding 'transparent' words that could be directly translated into French if possible, repetition of the same words over and over, etc.)

- E.g. "diploma"; "formation"; "practise a sport" – these are French expressions!

## Chronological CV

**ASHLEY GILL**

Lappage Court,  
Tyler Green,  
Bucks,  
HP8 4JD

Telephone: 01882 652349  
Mobile: 07717 121824  
Email: ashleygill01@hotmail.co.uk

Multi-lingual business studies undergraduate with varied financial work experience and strong interpersonal skills seeks a career in financial consulting.

Your profile should be concise and reflect the opportunity on offer in its emphasis

**EDUCATION & QUALIFICATIONS**

**2003 – 2007**

**BuckinghamshireChilterns University College**

*BA International Business Studies with Spanish (expected 2:1)*

- Study semester at the University of Valladolid (Spain).
- Six month work placement in Barcelona.
- Final year 12.000 word dissertation on different approaches to the recent government work-life balance scheme. Included analysis of the UK pensions market to 2050.

Relate course content to the opportunity. This may be the subject of your dissertation or a list

**1995 – 2002**

**Tonbridge School**

*A-level: French @ and Business Studies (B)*

GCSE: French (A); Maths (B); Spanish (B); Biology (C); Chemistry (C); Physics (C); English (C); Information Technology (C)

**FINANCE RELATED WORK EXPERIENCE**

It is useful to distinguish between work experience directly related to the post and other work experience

**2006 (Feb – Aug)**

**Audigest S.A. (Barcelona)**

*Audit Assistant*

- Six months' work experience in an international bank.
- Working with a senior auditor reviewing company financial systems and analyzing risk.
- Performing tests to check that financial information systems were fit for purpose.

**2003 (Jan – Aug)**

**First Choice Holidays and Flight Ltd (High Wycombe)**

*Financial Assistant*

- Supplier Statement Reconciliation: Worked in team of four matching invoices to payments made on account.
- Accruals matching team member: Worked in a team of twenty.

**2002 (Jul – Aug)**

**Cats Protection League (Chalfont)**

*Financial Assistant*

- Working within the accounts payable team.
- Duties: bank reconciliations, branch recharges, updating sales and purchase ledger and calculating trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Undertook OCR Level 1 Book Keeping Course.

**2001**

**Brebner, Allen and Trapp Chartered Accountants**

*Unpaid Work Experience*

**OTHER WORK EXPERIENCE**

2005 (Jun – Dec)      **Sainsbury's Local** (Hazelmere)  
Supervisor

2003 – 2007      **Buckinghamshire Chilterns University College**  
Campus Librarian (Dec 05 – Jun 06)  
University Tour Guide (Sep 03 – Jan 04)

2001 (Jan – Dec)      **Mc Donald's** (High Wycombe)  
Crew Member & Supervisor

You may have gained skills or experience in these posts that you think are relevant. You can draw attention to them in your covering letter

**LANGUAGES**

- French : Semi-fluent
- Spanish : Fluency obtained working in Spanish-speaking countries
- Completed Cicero Language School two-day TEFL (Teaching English as a Foreign Language) course

**IT SKILLS**

- OCR Level 1 & 2 Web design (MS Frontpage)
- Experience of Sageline 100, Barclays Business Master and Care (Livecontracts)
- Confident user of all Office applications, Email and Internet

**VOLUNTARY WORK EXPERIENCE**

2006 (Feb – Aug)      Teaching English (Valladolid, Spain)

2004 (Feb – Mar)      Student Volunteering: Teaching young adults DJ'ing skills

2002 (Sep – Jan)      Teaching English (Guadalajara, Mexico)

**ADDITIONAL**

- Enjoy running and have successfully completed organized races for Diabetes UK
- Driver's licence with no endorsements held since 2000

**REFERENCES**

Available on request

## Marie ESTIVALE

3 rue des Amidonniers  
31000 Toulouse, France

Email: marieestivale@hotmail.fr  
Telephone: (+33)684523332

Date of Birth: 29 April 1992  
Nationality: French

### Education and Qualifications

---

2013 – 2014	<b>Toulouse School of Economics, Toulouse: Master’s degree in Economics and Statistics (all taught through English)</b> Main subjects: macroeconomics, econometrics, public policy and development, statistical softwares Selective specialization programme in Statistics and Information Technology (2 <sup>nd</sup> year of the “Magistère d’Economiste-Statisticien”)
2012 – 2013	<b>University of Mannheim : Exchange programme</b> Bachelor’s degree in economics and business (obtained with honours) Main subjects : macroeconomics, development economics, international policy economics
2011 – 2012	<b>Toulouse School of Economics, Toulouse: Bachelor’s degree in Economics (obtained with honours)</b> Selective specialization programme in Statistics and Information Technology (1 <sup>st</sup> year of the “Magistère d’Economiste-Statisticien”)
2009 – 2011	<b>Lycée Gabriel Guist’Hau, Nantes: Preparatory Classes (obtained with 1<sup>st</sup> class honours)</b> Two year undergraduate intensive course in Social Sciences, Maths and Humanities (programme leading to competitive entrance exams to Ecole Normale Supérieure)
2008 – 2009	<b>London High School, UK</b> French equivalent of High School degree in Sciences (speciality: mathematics) obtained with first class distinction

### Work Experience

---

Summer 2012	<b>Two month internship at French Ministry of Economics, Paris, France</b> Intern in economics and statistics <ul style="list-style-type: none"><li>Designed a statistical and cartographical study about French departments’ commercial development decisions. This study constituted part of a ministerial report about commercial development in France.</li><li>Collected data, created data bases with Excel</li><li>Developed written and communication skills and good team working skills</li></ul>
Summer 2011	<b>Internship – La Poste, French Bank and Post office – place, France</b> <ul style="list-style-type: none"><li>Managed cashier desk, provided customer service</li><li>Dealt with customer problems and complaints</li></ul>
Voluntary work	<ul style="list-style-type: none"><li>Volunteer at “Secours Populaire” : French charity (Winter 2013)</li><li>Toulouse School of Economics’ board member (taking decisions, helping to organize events like conferences, ski trips in the Pyrenees or student meetings) (2013/2014)</li></ul>

### IT and language skills

---

**French:** native  
**English:** highly proficient  
**Spanish:** highly proficient  
**IT:** Word, Excel, Power Point, SAS, R, STATA, Python

### Personal Interests

---

**Sports:** skiing, surfing (Atlantic Ocean), running (3 times a week)

---



# Michael Brown

7 Im Toolwood, Munich, Germany  
Tel: 078956718 Email: [m.brown@hotmail.com](mailto:m.brown@hotmail.com)

---

## PROFILE

- Results driven manager with 11 years' experience in strategy and business transformation roles.
- Experience in both private and public sectors.
- Seeking a new role in the public sector to capitalise on my recent MSc in Public Management & Governance

---

## WORK EXPERIENCE

<b>Bechtel Group</b> <i>Business Analyst (Contract work in conjunction with MSc)</i>	<b>London, United Kingdom</b> October 2014 - Present
<b>Rentenversicherung (German State Pension Fund)</b> <i>Senior Civil Servant</i>	<b>Berlin, Germany</b> June 2010 - October 2014
<b>AECOM</b> <i>Consultant (Government Department)</i> <i>Junior Consultant (Projects covered construction, energy, government)</i>	<b>Kuala Lumpur, Malaysia</b> July 2006 - July 2010 October 2003 - July 2006

---

## RELEVANT SKILLS

### Leadership

- Led 5 bids for new contracts whilst at Bechtel (2014 - 2015).
- Independently carried out management & financial reporting at Rentenversicherung
- Project management of a programme to improve the effectiveness of production equipment of a sweet factory. Responsible for: project planning; managing an implementation team of 10 engineers and production managers; recommendations on maintenance procedures (AECOM, 2007).
- Managed project budgets for a portfolio of 50 projects in the energy sector as a consultant at AECOM in 2009/10.

### Business Improvement

- Developing business plan for Bechtel Group in conjunction with Development Director (current).
- Rescued a struggling IT system development project at Bechtel (2014). Reorganised the team, project and third party suppliers. Delivered the system ahead of deadline and established the system in 10 countries. Delivered a 10% speed improvement in the system and made recommendations on future performance enhancements.

### Process Improvement

- Utilised lean six sigma processes to improve baggage system at Kuala Lumpur international airport whilst at junior consultant at AECOM (2004). Speeded up average baggage delivery to passengers by 5.5 minutes.
-

- Developed SharePoint system for pension officers in Germany at Rentenversicherung (2013) enabling them to work together on calculations. This cut client response time by 20%.
- Streamlined HR business processes at Rentenversicherung to shorten recruitment procedures and enhance candidate experience. Shortened average time from advertisement to hire by 14 days (2012).

#### Stakeholder Engagement

- Currently work with CEO, CFO, CIO, group board and regional managing directors to make recommendations for Bechtel business plan.

#### Training & Development of Staff

- Regularly trained staff at Rentenversicherung in SixSigma principles as part of learning and development training courses
- Invited to speak at Lean & Six Sigma world conference 2013 in Florida.

#### EDUCATION

---

Paris School of Economics and Political Science (3SE) Paris, France  
*MSc. Public Management & Governance* 2014 - 2015

Expected Merit

Project: Produced 5000 word report in collaboration with 5 other students involving policy recommendations to the World Bank in the area of disability. Project designed to increase access for people with disabilities to social and economic opportunities.

University of Malaysia Kuala Lumpur, Malaysia  
BSc Engineering (GPA 3.5/4) 2000 - 2003

Sekolah Seri Suria Kuala Lumpur, Malaysia  
Malaysia Higher School Certificate (75%) 1993 - 2000

#### PROFESSIONAL TRAINING

---

PRINCE2 Practitioner Berlin, Germany  
Project management training. Hold 'Registered Practitioner' status. 2010

Six Sigma Training Kuala Lumpur, Malaysia  
Black Belt 16 day course 2005

#### SKILLS

---

Languages: Fluent English, German and Malay (native language)  
IT: Proficient user of all Microsoft Office packages

---



Sample cv -

## John Clive

Address :  
E: [john.c@dayjob.com](mailto:john.c@dayjob.com)

T: 0870 061 0121  
M: 0777 000 0000

### **PERSONAL SUMMARY**

A hardworking, resourceful and ambitious economist with extensive understanding of economic theory and its practical implications. Experience of undertaking analytical work and research projects with minimal supervision, whilst working in a team environment with multiple priorities and tight deadlines. Would like to work for a successful organisation that rewards achievement and offers great opportunities for career development.

### **CAREER HISTORY**

International Bank  
ECONOMIST - May 2008 – Present

Duties:

- Providing analysis and advice on risk-measurement issues to company policy makers.
- Preparing reports for senior managers, diverse high level audiences and also clients.
- Highlighting factors that may affect the companies ability to meet it's financial obligations.
- Preparing financial charts and tables for analysis and presentations.
- Analysing proposed projects and their impact on areas like job creation or economic activity.
- Examining past economic data.
- Performing economic capital analysis, and other financial analysis when required.
- Modelling and forecasting of domestic and international economic indicators.
- Highlighting to senior managers the implications of financial projects and strategies.
- Identifying serious financial imbalances.
- Responding to specific requests from the Chief Economist, for instance.
- Contributing to the preparation of periodic analyses and reports.
- Manipulation of data in Excel.
- Training, and mentoring Economics interns and junior staff.

### **PROFESSIONAL SKILLS**

#### Economic attributes

- Able to identify emerging economic trends and issues.
- Knowledge of interest rates, taxation and employment levels.
- Can clearly explain financial information and recommendations to non financial individuals.
- Extensive knowledge of economic theory and intuition.
- Comprehensive understanding of international economics, especially emerging markets.
- Ability to work in a time sensitive, market driven environment.
- Knowledge of financial markets.
- Proficiency in Excel and graphing software.
- Always client focused.

- Ability to handle multiple tasks simultaneously, to make linkages and to use common sense in solving problems and making decisions.
- Capable of working with large datasets using SAS and SQL.

#### Personal attributes

- Excellent communication and interpersonal skills.
- Very good internal and external relationship building skills.
- Ability to operate effectively with a high level of autonomy.
- Non consensus thinking skills.
- Dedicated to financial integrity and cost-effectiveness.
- Inspired and innovative.
- Empowering others and respecting differences.
- Ability to show flexibility, initiative, and innovation when dealing with challenging situation.
- Intellectual curiosity.
- Willingness to take initiative.

#### **KEY COMPETENCIES AND SKILLS**

Policy formulation  
Decision making  
Statistical research  
Research analysis  
Attention to detail  
Strong mathematical skills  
Derivatives pricing  
Macroeconomic analysis  
International finance  
International monetary economics

#### **ACADEMIC QUALIFICATIONS**

Evesham North University      2005 - 2008  
PhD Economics

Coventry North School      2003 - 2005  
A levels:    Maths (A)    English (C)    Physics (B)

**REFERENCES** - Available on request.

5,6

# WRITING A COVER LETTER

## COVER LETTER TIPS

- CV gives facts; Letter explains and persuades, but concisely
- Must be targeted to the company/job in question
- Show genuine enthusiasm/avoid clichés, generalizations
- White paper, handwritten only if asked
- Your address on the right, no name (in the US, your address on the left)
- Theirs on the left, with name and title
- The date (st, nd, rd, th), + the month (capital letters)/US- Month + date
- The date on the right, no day (in the US date on the left)
- Get the name of the person concerned
- Start with Dear + their name, end with Yours Sincerely (US -Sincerely)
- Otherwise Dear Sir/Madam, ending Yours Faithfully (US- Yours Truly)
- Mr. /Ms. with surname, not first name
- 3 or 4 short paragraphs
- No contractions
- Formal but personal style, no humour
- Study samples in English- DO NOT TRANSLATE
- Use key words from job description

## STRUCTURE

### 1.Introduction

Greet, state position you're applying for/how long, name drop, say who you are, what you are currently doing, why you are a good match, what attracts you to the company exactly (events attended, employees you've met, projects, products and services, company culture, success

### 2.Argument/body

Can be several short paragraphs- what makes you a good match in more detail-your skills /experience key qualifications/strengths, where you gained them, tell a story, do not just list skills, refer to resume... projects, awards, accomplishments-concrete examples,evidence

### 3.Closing/next step

A strong reminder of why you, how you match key requirements, request interview, contact met at..., thank you for your consideration/time, sign and print your name

**Websites:** <http://www.bcu.ac.uk/alumni/careers/make-your-applications/cvs-and-covering-letters>

<http://www.careers.ox.ac.uk/wp-content/uploads/2012/02/Cover-Letters-2012.pdf>

**SAMPLE COVERING LETTER 1 (U.S. Block Format)**

50 State St.  
Boston, MA 02118  
(617) 334-2788  
[james.intern@univ-xyz.com](mailto:james.intern@univ-xyz.com)

November 10, 2016

Ms. Mary Stevens  
Hiring Manager  
ABC Company  
15 South Parkway  
Long Island, NY 11551

Dear Ms. Stevens,

As a senior at the University of XYZ pursuing a bachelor's degree in Business with a major in Finance and a minor in Economics, I am enthusiastically seeking an internship in which I can learn as much as possible while making a real contribution.

My academic and previous internship experience have greatly increased both my knowledge and passion for financial markets and economics and I am very serious about my future career in business within a major corporation. I am eager to further develop my skills through a challenging internship experience. Your company has an excellent reputation for its innovation, expertise and its commitment to developing people.

I approach all my work with discipline and focus as shown by my excellent academic performance. My professors and previous employers have commended me for my strong analytical and communication skills. I am highly motivated and enjoy the challenge of demanding assignments. In addition I can offer advanced computer skills including familiarity with a number of programming languages. I am confident that the combination of my strong work ethic, interpersonal skills and enthusiasm will make me an asset in any capacity in which you are willing to place me.

I welcome the opportunity to discuss further how I would make a substantial contribution to your company as an intern and I look forward to meeting with you in the near future at a mutually convenient time.

Thank you very much for your time and consideration.

Sincerely,

James Intern  
Enclosure

**SAMPLE COVERING LETTER 2**

Your address  
22<sup>nd</sup> November, 2013

Dear \_\_\_\_\_,

I am currently a Master's student in my final year at the Toulouse School of Economics in France specialising in the Economics of Public Policy and Development. One of my key courses at the moment includes Political Economics which is based on the Economics of Conflict. It includes topics like how effective foreign aid is with regard to counter-terrorism, how to reduce migration and effectiveness of military sanctions on dictator regimes. I have developed a particular interest in pursuing research in this area.

Thanks to a wide experience of travelling around the world, I have developed the necessary skills to adjust easily to diverse cultures and changing environments. I graduated from \_\_\_\_\_ in Economics and moved to France to further pursue my academic career. I would now like to take the opportunity to further extend my horizons and provide research assistance pursuing an internship in order to complete the final year of my Master's degree. This would include a memoir or a small thesis, which would be both rewarding and relevant to my future field of research.

I am a hardworking and diligent individual eager to add positively and assist you in your project. With my multilingual background (.....languages.....), vast IT Skills (MS Office, Stata, R and SAS) and internet knowledge I would prove to be more than just an assistance but a candidate with a potential future in the field of research on conflict economics.

Please find enclosed my CV which gives details my academic record and skills. I am available to start from April 2015 onwards and can be contacted by email on \_\_\_\_\_@gmail.com or on my cellphone at +336\_\_\_\_\_.

Looking forward to hearing from you

Yours Sincerely,

Toulouse School of Economics,  
France.

### **SAMPLE APPLICATION LETTER 3**

YOUR ADDRESS

Date

Name of recipient  
Job title of recipient  
Full postal address

Dear Sir/Madam:

As a graduate student currently pursuing a master's degree in Economics at the Toulouse School of Economics, I would like to apply for (the position) advertised by (..), and be considered as a potential intern with your company. This position will allow me to field-test my theoretical knowledge in economics, particularly in Industrial Organization. From the enclosed resume, you will see that I already have experience in related fields, but I am always seeking new challenges.

This position would also be an opportunity to benefit from a real perspective of the professional world, thereby enhancing my theoretical knowledge. As a Master's student in Economics of Markets and Organizations, I thoroughly enjoy my degree classes, especially those dealing with market or business strategies and consisting in writing case studies.

My last case study focused on \_\_\_\_\_. It involved working with teammates to develop a critical point of view on the company's strategy based on what we had learned during our studies. In another project I collected data to produce a database about the structure of the mobile phone market. In addition to these projects, my experience at the TSEconomist, the school magazine, has enhanced my skills as a team manager.

The idea of working for with a leading economic consultancy such as (Name of company) is very exciting. The range of cases outlined on you website is impressive, particularly those dealing with antitrust and competition issues. Moreover your approach consisting in subjecting issues to empirical analysis corresponds exactly to what I have been taught at the Toulouse School of Economics. As this is the field of work I hope to enter after graduating, I would value the chance to gain such experience. Having extensively researched you company's values and products, I feel It would be the ideal place to begin my experience in economic consulting.

I would welcome the opportunity to arrange an interview and discuss my application further with you. You can reach me at above address or by e-mail at (e-mail address).

I look forward to hearing from you.

Yours sincerely

Name

Signature

## Peer Review Cover Letters

You are going to peer review each other's cover letters today. You will check the format and content, try to understand the other student's experience (which he/she will explain), and try to improve the letter as much as you can. When you have finished working with one student, find another partner. You will hopefully be able to work on at least 2 different cover letters.

### **What to look out for:**

#### **1. Format:**

- Check the specific format of the document you are checking, keeping in mind country-specificities (e.g. if it is a UK CV, how do you write the date?, etc.)
- Font/layout: is this as effective as it could be? Could you suggest any improvements?
- Names in French stay in French. You can explain afterwards. Use full titles if possible.

#### **2. Content:**

- Is it clear and concise? Does it grab your attention?
- See cover letter model. Does it follow the content of each paragraph?
  - ask the other student what impression he wants to give to the person reading the letter (e.g. eloquent? enthusiastic? self-motivated? open-minded? serious? etc.). Do you get this impression from the letter? **Without knowing the student, what adjectives would you use to describe him/her from the letter?**
  - remember your letter is interpreting your CV, not repeating it.

**3. English** → check their English. Don't hesitate to circle something if you think it's incorrect. The student can check or ask for help afterwards. Try to help improve each others' English as much as possible (grammar, precision in vocabulary, avoiding 'transparent' words that could be directly translated into French if possible, etc.)



**7 , 8, 9 , 10**

**INTERVIEWS and  
NETWORKING**

# Interview Tips

PREPARATION IS THE KEY -five points to focus on:

1. RESEARCH ! RESEARCH!
2. KNOW YOURSELF
3. KNOW THE JOB
4. KNOW THE DETAILS OF THE INTERVIEW-time, date, location, type
5. LEARN HOW TO DEAL WITH NERVES- confidence, relaxation, put your worries into perspective

On the day you will be assessed on body language, tone of voice, how you are dressed, your physical presence.....much more than on what you actually say

- You will need to prepare thoroughly for the internship interview, which may involve many technical issues.
- Ask the provider about the nature of their work, and get as much information as you can regarding the specific requirements of the position.
- Get examples of published works and other useful information, which are valuable in providing background.

## Interviewing for an Economics Internship

Because the scope of economics internships can be quite large, the range of specialized interview questions is also large.

These are the areas for which you'll particularly need to prepare:

- Study and analysis methodologies: Research the type of work being done by the internship provider. You will need to demonstrate a good working knowledge of the methods used.
- Data-related methods: Economic analysis involves advanced techniques and sampling to obtain meaningful data. This can involve a required level of expertise. You will need to ask about the types of system, data collection and forms of databases involved.
- Subject-related information: Naturally, internship providers prefer those with an existing working knowledge base. You should research the sector and related economic factors in advance to ensure familiarity with the issues.

Take notes here from your class session on INTERVIEW TECHNIQUES/TIPS

# PREPARING FOR INTERVIEWS:

## TYPICAL QUESTIONS

### PERSONALITY

1. What can you tell us about yourself?
2. How would you describe yourself to a stranger?
3. Are you a leader? Give an example.
4. What is your best quality?
5. What do you think are your strengths and weaknesses?
6. What special abilities do you have?
7. How do you get on with the people you study and/or work with?
8. What are you passionate about?
9. What is more important to you: status or money?
10. Are you an ambitious person?
11. Do you prefer to work independently or on a team?
12. When did you last lose your temper?
13. How do you view confrontations?
14. Why isn't your English better after so many years?
15. How do you handle stress and pressure?
16. What motivates you?
17. What has been the greatest disappointment in your life?
18. What do you find are the most difficult decisions to make?

### PERSONAL LIFE

1. What has been your most valuable experience?
2. What is the best idea you've had in the past month?
3. What have you gained from participation in extra-curricular activities?
4. What did you do during your holidays last summer?
5. What worries you about your first job?
6. How would you measure success?
7. What have been your greatest achievements so far?
8. Describe the biggest crisis in your life.
9. What do you do in your spare time?
10. How does work affect your personal life?
11. Are you dating someone regularly?
12. What plans do you have regarding marriage and children?

### **STUDIES**

1. What school subjects did you like most/least?
2. Do you think that your grades reflect your abilities?
3. What would you like to be doing five years from now?
4. Do you think you could forget your training and learn a new system?
5. Looking back what changes would you make in your education?
6. What have you learnt from school apart from subjects?
7. What do you particularly like/hate about school?

### **JOB-RELATED**

1. We have a lot of applicants for this job, why should we appoint you?
2. How long do you think you'd be staying with us if you were appointed?
3. Don't you think you're a little too young for the job?
4. Do you think people should stick to one job or change jobs?
5. What are your salary expectations?
6. Are you prepared to be completely mobile?
7. What are you looking for in a job?
8. Describe your ideal and worst boss?
9. How would you feel about starting your own business?

### **COMPANY-RELATED**

1. What do you know about our firm and its products or services?
2. What do you think of the way the firm has been managed until now?
3. What would you have done?
4. Why do you want to work here?
5. What can you do for this company?

### **GENERAL CULTURE**

1. What have been the most striking national/international events this year?
2. What is the most interesting book you have read recently?

*Sometimes trick questions are used do you know any? And inappropriate or illegal questions? Note them here. Discuss.*

# Websites/Videos

## Job Interview Tips

US San Diego department of economics  
[http://economics.ucsd.edu/ugrad/ugradpdfs/elc\\_jobinterviewtips.pdf](http://economics.ucsd.edu/ugrad/ugradpdfs/elc_jobinterviewtips.pdf)

Top 10 Job Interview Tips  
<http://jobsearch.about.com/od/interviews/tp/jobinterviewtips.htm>

## Case Interviews Tests and Tips

LSE tips:  
<http://www.lse.ac.uk/intranet/CareersAndVacancies/careersService/IntsAssessPsych/Interviews/InterviewAdvice.aspx>

## More Videos To Watch

- **What can I do with my major in Economics? (Montana)**  
<http://www.youtube.com/watch?v=Ztu7xyZJDBo>
- **Career options for a degree in Economics**  
[http://education-portal.com/videos/Economics Video Career Options for a Degree in Economics.html](http://education-portal.com/videos/Economics%20Video%20Career%20Options%20for%20a%20Degree%20in%20Economics.html)
- **Skype interview preparation**  
<http://www.youtube.com/watch?v=rQwanxQmFnc>
- **'Tell me about yourself' and other links to Don Georgevich 's answers to interview questions**  
<http://www.youtube.com/watch?v=CumOvDWnUDY>
- **Telephone interviews**  
<http://www.youtube.com/watch?v=TNhJA69-uHI> (skip the intro- go to 12 minutes)
- **Interview questions and answers**  
<http://www.youtube.com/watch?v=VFTNOF77bMs>

## **From Reading comprehension to Oral expression and Listening Comprehension with Note-taking**

### **Group activity- Sharing Interview tips**

- 5 tables (numbered 1 to 5)
- At each table, 5 students
- At each table, everyone reads the same article (table 1 reads article 1, table 2, article 2 and so on) and the notes the key points (articles in the booklet, numbered 1 to 5)
- THEN everyone changes tables EXCEPT ONE (i.e. one person from each group remains at their original table)
- Make sure you are now at a table where NO ONE HAS READ THE SAME ARTICLE
- SHARE THE KEY POINTS OF YOUR ARTICLE WITH EVERYONE at your table, in turn, then discuss, take notes
- At the end of the activity you should have a summary of the 5 articles, and learnt something about interview techniques

**The following pages contain the articles, one for each group**

## 1. Steer Clear of Interviewers' Pet Peeves

By Carole Martin, Monster Contributing Writer

You sit facing the interviewer, feeling like things are moving along nicely when all of a sudden the interview takes a drastic turn for the worse. What just happened? You may have hit one of the interviewer's pet peeves, one of those things that automatically triggers a negative response.

Here are seven of the most common peeves provided by experienced interviewers, along with some tips on how to avoid them:

### 1. Smells: Too Much of a Good Smell Can Be Bad

Pat Riley, author of **Secrets of Breaking into Pharmaceutical Sales**, has a pet peeve story to relate: "Preparing for an interview is not like preparing for a date. I had one interview with a woman who doused herself with perfume (the same perfume my ex-girlfriend used to wear) right before stepping into the small interview booth. The perfume was overpowering and brought back bad memories."

### 2. Communication: Too Little Leaves Interviewers Exasperated

"My No. 1 interviewing pet peeve is an applicant who won't talk," says Steve Jones, a manager of client services at a software company in Dallas. "I try to ask open-ended questions and prod them for longer answers, but no luck. I've even mentioned to a few that I need more information so I can get an idea of where they're coming from -- still no luck. I always end the interview saying, 'Now it's your turn to ask questions,' and still no luck. They don't have any. Oh well -- next!"

Jones advises job seekers to come prepared to answer questions and talk about yourself.

### 3. Communication: Too Much Can Be Too Much

"Candidates who ramble are the ones who get to me," says Dotti Bousquet of Resource Group Staffing in West Hartford, Connecticut. "I was interviewing a candidate and asked her one question. The candidate talked and talked and talked for 45 minutes straight. I was unable to stop her. I had to say, 'Let's wrap this up,' and I stood up while she continued to talk. I walked to the door of the office and opened it. She left, but continued to talk while walking out the door."

The lesson? "Candidates should stay focused, and answer the question asked -- in less than two to three minutes," advises Bousquet.

### 4. Lack of Focus: Results in Losing the Interviewer

"Typically, candidates are simply too intimidated by the process," says Mark Fulop, project director for a large nonprofit agency. "Relating the answer given to one question back with another -- and asking clarifying or follow-up questions -- shows me that the candidate is confident and thinking about the whole picture instead of enduring an interrogation."

### 5. Averting Your Eyes: One Way to Avert an Offer

Incorrect nonverbal communication is a turnoff for many interviewers. People who do not make any eye contact during the entire interview irritate Gwen Sobiech, an agency recruiter in West Hartford, Connecticut. "I realize some people are shy, but to never look at me once -- they look down, around, everywhere -- but not at me for the entire interview," she says. "I find that extremely annoying. I also tend to distrust someone who will not look at me when I've asked a question."

If you are uncomfortable looking into someone's eyes, look at his third eye, just above and between the person's two eyes.

### 6. Slang and Street Speak: Leave Them on the Street

"Poor communications skills really get to me," says Robert Fodge of Power Brokers in Dover, Delaware. "What I mean by this is not merely their language fluency, but more about the use of language. Slang words and street speak just don't have a place in most business environments. Also, candidates who say 'um,' 'like' and 'uh' between every other word lose my attention very quickly."

### 7. Deception: Little Lies Leave a Big Impression

One major complaint among recruiters is when a candidate is not completely truthful; small lies are all too common in the world of recruitment. This includes not being completely forthcoming with relevant information, embellishing accomplishments, hiding jobs or leading the process on with no intention of ever following through. Building trust during the interview is key to getting an offer.

## 2. 10 Interview Fashion Blunders

---

### What Not to Wear to the Interview

By Carole Martin, Monster Contributing Writer

Any article about what to wear to an interview might well begin with a qualifying statement covering the extremes in various states (New York and California, for example) and industries (technology, manufacturing), which are possible exceptions to the normal rules of fashion. But it might surprise you to learn that those extremes have, over the last couple of years, begun to move closer to the middle ground.

Nowadays, if you were to ask 100 people their opinion about what to wear to an interview, the majority would answer, "Dress on the conservative side."

Anna Soo Wildermuth, an image consultant and past president of the Association of Image Consultants International, says, "Clothes should be a part of who you are and should not be noticed." She cites 10 dressing faux pas to avoid when interview time comes around:

- **Wild Nail Polish:** This tip is for women or men. Extremely long or uncut nails are a real turnoff, too. Your nails should be groomed and neat.
- **Jangly Jewelry:** Don't wear more than two rings per hand or one earring per ear. And no face jewelry or ankle bracelets allowed.
- **Open-Toed or Backless Shoes:** And mules are a definite no-no. Out-of-date shoes should be thrown out or kept for other occasions.
- **Bare Legs:** Wear stockings, even in humid summer weather. Stockings can be in neutral colors or a fashion color to match your shoes.
- **Out-of-Date Suits:** These have lapels that are too wide (three inches or more) or too narrow (one inch or less). A good tailor can alter lapels. The style for men's jackets is full-body and looser rather than fitted or tight.
- **Short Skirts:** Hemlines should not be more than three inches above the knee. Don't wear capri pants or leggings to the interview.
- **Leather Jackets for Men or Women:** Even leather blazers are not good for interviewing purposes. They look like outerwear.
- **Turtlenecks for Men:** A tie is preferable, at least in the first go-round. At the very least, wear a collared shirt.
- **Printed or Trendy Handbags:** Purses should be conservative and inconspicuous.
- **Red Briefcases:** Briefcases, purses and shoes should all be conservative in color and in good condition. Conservative colors in various shades of blue and gray are best. Wearing black to the interview could be viewed as too serious. If you do wear black, make sure another color is near your face to soften the look. Brown is still considered questionable as a business color and probably should be avoided. Change your outfit's look for a second interview by wearing a different color blouse, shirt, scarf or tie.

An interview is not the place to make a fashion statement, though those in the creative/design field and the very famous can be more adventurous. Everyone else should opt for a conservative look. "More and more companies are returning to traditional professional dress," Wildermuth says.

Whatever you wear should accent the fact that you're a professional who's ready to get to work at a new job. Let common sense guide you, and it should be easy to avoid fashion blunders that could damage your chances of getting to the next step in the process. In this market, it is essential that you look good and your appearance is right for the job.



### 3. The Interview: Body Language Do's and Don'ts

---

CareerBuilder.com

Your heart feels ready to leap out of your chest. Beads of sweat build on your forehead. Your mind is racing. It's not a full-blown interrogation -- although it may feel like it -- it's just a job interview. While it's no secret that job interviews can be nerve-racking, a lot of job candidates spend a significant amount of time worrying about what they will say during their interview, only to blow it all with their body language. The old adage, "It's not what you say, it's how you say it," still holds meaning, even if you're not talking. You need to effectively communicate your professionalism both verbally and nonverbally. Because watching your nonverbal cues, delivering concise answers and expressing your enthusiasm at once can be difficult when you're nervous, here's a guide to walk you through it:

Before you walk into the interview, it's assumed that you will have done the following: prepared yourself by reading up on the company and recent company news; practiced what you'll say to some of the more common interview questions; and followed the "what to wear on your interview" advice. So you're ready, right? Some hiring managers claim they can spot a possible candidate for a job within 30 seconds or less, and while a lot of that has to do with the way you look, it's also in your body language. Don't walk in pulling up your pantyhose or readjusting your tie; pull yourself together before you stand up to greet the hiring manager or enter their office. Avoid a "dead fish" handshake and confidently -- but not too firmly -- grasp your interviewer's hand and make eye contact while saying hello. If you are rocking back in your chair, shaking your foot, drumming your fingers or scratching your... anything, you're going to look like the type of future employee who wouldn't be able to stay focused, if even for a few minutes. It's not a game of charades, it's a job interview. Here's what to do (and not do):

#### Don't:

- Rub the back of your head or neck. Even if you have a cramp in your neck, these gestures make you look disinterested.
- Rub or touch your nose. This suggests that you're not being completely honest, and it's gross.
- Sit with your arms folded across your chest. You'll appear unfriendly and disengaged.
- Cross your legs and idly shake one over the other. It's distracting and shows how uncomfortable you are.
- Lean your body towards the door. You'll appear ready to make a mad dash for the door.
- Slouch back in your seat. This will make you appear disinterested and unprepared.
- Stare back blankly. This is a look people naturally adopt when they are trying to distance themselves.

#### Do:

- Sit up straight, and lean slightly forward in your chair. In addition to projecting interest and engagement in the interaction, aligning your body's position to that of the interviewer's shows admiration and agreement.
- Show your enthusiasm by keeping an interested expression. Nod and make positive gestures in moderation ..
- Establish a comfortable amount of personal space between you and the interviewer. Invading personal space (anything more than 20 inches) could make the interviewer feel uncomfortable and take the focus away from your conversation.
- Limit your application of colognes and perfumes. Invading aromas can arouse allergies. Being the candidate that gave the interviewer a headache isn't going to do anything in your favor.
- If you have more than one person interviewing you at once, make sure you briefly address both people with your gaze (without looking like a tennis spectator) and return your attention to the person who has asked you a question.
- Interruptions can happen. If they do, refrain from staring at your interviewer while they address their immediate business and motion your willingness to leave if they need privacy.
- Stand up and smile even if you are on a phone interview. Standing increases your level of alertness and allows you to become more engaged in the conversation. **Say Goodbye Gracefully** After a few well-thought-out questions and answers with your interviewer, it's almost over, but don't lose your cool just yet. Make sure your goodbye handshake is just as confident now as it was going in.

## 4. Top 10 questions to ask in job interviews

Although job interviews often feel like an interrogation, they're meant to be a conversation between you and a potential employer. Asking plenty of questions during a job interview can not only help you build a dialogue, but it can also help you evaluate if the job is right for you.

Before you pick and choose from the following top 10, be sure to consider the culture of the organisation and the interviewer doing the selecting. Adopt the right tone and convey a positive attitude – you want to ensure this opportunity works for you, not against you.

- **What are the most enjoyable and the least enjoyable aspects of the role?**

This can show that you like to know what sort of challenge you are going to face and that you like to get properly prepared for it, all in the expectation of being able to rise to it.

- **You mentioned there will be a lot of presenting/researching/liasing; what do your most successful people find satisfying about this part of the role?**

This question can serve two purposes; it demonstrates your listening skills and associates you with being successful in the role and finding it satisfying.

- **What types of training opportunities do you offer?**

This highlights that you're keen to advance your skills and add further value to the organisation.

- **Is there scope for promotion in the future?**

In a similar vein, it emphasizes a determination to make progress and over the long term.

- **Can you tell me how the role relates to the overall structure of the organisation?**

With this question you're drawing attention to a preference for teamwork. It looks as though you want to know where you would fit in and how your contribution would affect the rest of the company.

- **How would you describe the work culture here?**

This signals that you want to operate at your optimum and understand that for this you require a positive environment. This indicates you're a good self-manager who is aware of how to get the best out of yourself.

- **In what way is performance measured and reviewed?**

This question flags up that you appreciate the importance of delivering real results. You will be seen as someone who understands the value of commitment, reliability and returns.

- **What are the most important issues that you think your organisation will face? or • You have recently introduced a new product/service/division/project; how will this benefit the organisation?**

These variations both show that you are interested in the job and employer behind it too. It will be apparent you have done some research, done some thinking, and are now eager to hear their analysis.

- **May I tell you a little more about my particular interest in communicating with clients/developing new ideas/implementing better systems?**

This is a cheeky and obvious way of getting permission to blow your own trumpet but then that's what this interview is all about.

- **Do you have any doubts about whether I am suited to this position?**

This is a rather more brazen way of emphasizing some of your strengths. It suggests you are open to constructive criticism and willing to learn from the experience of others. It also gives you a real chance to address any weaknesses the interviewee may think you have. Finally, it allows you to finish on a high, re-stating why you think you are the right person.

---

## 5. Why do you want to work here? - the million-dollar question

Whether on an application form or at interview, the question "why do you want to work here?" is one that you will undoubtedly encounter in any job hunt.

Every employer needs to know that you really want to work for them; a new recruit who is enthusiastic about their company will work harder, be more productive and ultimately stay longer.

While it seems like a fairly innocuous question, "why do you want to work here?" can be difficult to answer really well; it's easy for a reply to be too short or generic.

Here are some pointers for making your answer stand out from the crowd:

### Research

As with many aspects of the job hunt, the key to success lies in thorough research. While the company's homepage is a great place to start, you'll need to go beyond basic facts and figures to really impress.

Look for news articles about the company – what recent successes and challenges have they faced? Has there been anything in the press about the industries they work in? Search to see if the company has a [YouTube](#) channel; if so watch some of their recent videos and see what information you can glean. Sites like [Glass Door](#) and [The Job Crowd](#) provide great insights into a company's culture.

Avoid simply regurgitating everything you have read. Your potential employer will want to know that you have taken the time to research their organisation, digested and understood your findings.

For example, if a company describes its culture as progressive, don't say: "I like the progressive culture of the company." Instead, say: "At company X, you aren't afraid to try new ways of doing things and always strive to stay ahead of your competitors. That's something I really admire."

### Topics to talk about /avoid

There are five main topics that you can talk about when answering the question "why do you want to work here?":

- What the organisation actually does – the product/service it provides and what interests you about it.
- The organisation's culture – what it's really like to work there.
- The organisation's recent successes and the challenges they face.
- The philosophy and mission behind the organisation.
- The training and development they offer.

Rather than spreading your efforts too thinly and reeling off every possible reason you can think of for wanting to work there, focus on two or three of these topics and go into more detail.

There are several things that you definitely shouldn't talk about when answering the "why here" question.

Anything to do with how fantastic the salary, commission or holiday entitlement is – in the majority of cases – are off the menu; it paints the picture of someone who is more interested in the perks than the organisation.

If on researching a company you are struggling to find anything that piques your interest, it could be time to look elsewhere. Remember that finding a job is a two-way process; as well as the company needing to find out if you are right for them, you must also assess if they are right for you.

### Taking your answer from average to outstanding

Once you have some solid answers for why you want to work at a company, it's time to take your answer to the next level by adding your reasoning.

Giving reasons adds credibility to your answer and is an excellent chance to show off, albeit in a subtle way, about what a fantastic candidate you are. Remember that your application and interview are personal sales pitches – you must weave into every answer why the potential employer should choose you.

Continuing with the example above, rather than simply saying you admire a company because it strives to find new ways of doing things, you should also talk about how your skills or preferences match this philosophy.

For example, you might say: "Through interning at company X and fundraising for charity Y, I developed the ability to think of innovative and cost-effective solutions to problems. I know that your company values the ability to find new ways of doing things, so this is one of the reasons I think I would be a great fit for you."

It's this reflection on what you've researched, and your ability to match up the company's needs and ideals to your own skills and preferences, that will truly impress.

## **INTERVIEWS - answers**

**See also <http://career-advice.monster.com/job-interview/interview-questions/jobs.aspx>**

### **Tell me about yourself**

Although your first instinct might be to start by describing your interests and hobbies, remember where you are. You are in a job interview with the sole purpose of being hired. The information that you should detail when asked this question is to begin by describing yourself in a work situation. Prepare a summary of your work experience as well as your career achievements. Briefly detail your education accomplishments as well as any other accomplishment or transferrable skills that are relevant to the job vacancy. Only once you have discussed information that is specific to the available position, should you then give a short explanation about your interests and character traits.

### **Describe your working experience**

Study your CV prior to your job interview and identify areas of your work experience that is specifically relevant to the job that you are being interviewed for. Be sure to scrutinise the job advert as this will guide your answer and provide you with clues on what exactly the recruiter is looking for in a candidate. Your answer should be concise and relevant; the recruiter has already seen your Curriculum Vitae and already has a good idea of your experience. Try to get the recruiter to specify what areas they would like you to discuss so as to avoid digressing off the topic with long winded explanations. The reason why the recruiter is asking this question even after having seen your CV application is because they want to hear how you would describe your experience verbally and to ensure that your verbal explanation is consistent with the information detailed in your CV.

### **What are your strengths and weaknesses?**

Although this question may seem as though you should answer with a positive answer for your strengths and a negative for your weaknesses, try to give two positive answers. When discussing your strengths highlight roughly three positive attributes or strengths that specifically apply to the available post based on what you consider to be the recruiter's specific requirements. When indicating your weaknesses, never detail a character defect or poor performance areas that have no opportunity to be improved on. Rather, try to explain where you identified a problem area where you were able to remedy this and explain how you did so.

### **How do you deal with conflict or criticism?**

Always answer this frequently asked question with a positive approach. Explain where you may have experienced conflict in the workplace in the past and how you dealt with it. Explain in a positive light, how you managed this conflict and what you learnt from the experience. The job interviewer is looking to identify areas where you may experience a problem when working with difficult personalities and how well you handle negative situations and reverse them into positive ones. Never say never and always be open to the idea that you are willing and able to learn from each working experience - whether positive or negative.

### **What do you know about our company and why do you want to work here?**

You will need to prepare for this typical job interview question far in advance in order to ensure that you are comfortable discussing the employers company. Don't be a know it all, you are talking with someone who may have been part of the company for several years and will know greater detail than you will. Never argue about details and be open to correction should you have interpreted research information incorrectly. When answering the reason for you wanting to join their establishment specify what interests you about the industry or company and how you feel you could contribute to its longevity. Express admiration and respect for the company and include an explanation as to what value you feel you will be able to bring to the company that other candidates may not be able to. Try to get a good understanding of the company's objective as well as their vision and mission and how you plan on sustaining this or improving on it, based on your relevant skills and attributes.

### **Describe a short term goal you have set for yourself and how you intend on achieving this goal?**

A short term goal generally falls within a one to two year delivery period. The goals that you describe should be career focussed, based on areas where you would like to improve on a skill or achieve a qualification that will boost your career growth. When answering to how you intend on achieving these goals to the employer, never leave a door closed. Opportunity and drive is your number one objective in order to achieve any goal and this is why your explanation needs to be realistic and attainable within this short period. By displaying your enthusiasm and desire to succeed, this will indicate to the employer that you are a motivated and inspired employee.

### **Where do you see yourself in five years?**

When answering this typical job interview question stay focussed on career goals and aspirations. Potential employers don't want to hear about your plans to 'Take over their company' nor your desire to become a pro golfer. Keep these career aspirations realistic and attainable within a 5 year period. Discuss ways in which you anticipate attaining your career goals as well as steps you have already taken to reach these career goals.

### **What are you looking for in a job?**

This may seem like an easy common interview question to answer, it is in fact a tricky job interview question. While the interviewer is asking you what you are looking for in a job, in actual fact they want you to answer with what they are looking for from you. Again when preparing for this question, be sure to have the job ad close at hand in order to assess in precise detail what the recruiter is looking for in a candidate. Answer this question the way you think the interviewer wants you to answer it, by describing desires that the job you have applied for will be able to deliver to the candidate.

### **What are your salary requirements?**

Prepare ahead of time prior to your job interview on how you intend on answering this question. A good place to start is to research the industry standard or market related salary that employees in similar roles are earning. Generally this information can be found on the internet or alternatively recruitment agents will be able to give you a good indication of your market related salary. In your interview, try not to discuss exact figures but rather give a ball park figure that you will be able to negotiate on later on should the employer makes you an offer. Never discuss your salary goals unless asked by the interviewer.

### **Do you have any questions?**

When asked if you have any questions about the role or the organisation, always have a few questions prepared to ask the interviewer. It is important to ask questions as this will illustrate your enthusiasm and desire to join their company. As with the other typically asked job interview questions, research and prepare some typical interview questions for the recruiter. You will find tons of content and guidelines to assist in preparing ahead of time to ask the interviewer and display your interest in the company as well as joining the team.

As mentioned before there are no set structures to any job interview and every interview will be completely unique and different to your last. Preparing in advance and familiarising yourself with frequently asked job interview questions will give you the confidence you require in order to outshine any other candidate by emphasising your skills and accomplishment relevant to the job. Try to relax and remember to be yourself and the jobs.co.za team wishes you the very best of luck in securing your dream job.

## Group activity

### INTERVIEW SESSIONS in 4's

- In groups of 4 name two A's and two B's
- Before the session find a job ad. description on internet and send it to the group. Decide and inform each other which job you'd like to apply for and prepare your interview questions and answers (the two A's must apply for the same job. Likewise for the two B's- but not the same job as the A's)
- During the session
  - A1 leaves the room and B1 +2 interview A2
  - A2 leaves the room and B1+2 interview A1
  - B1+2, consult alone and decide who was best and why
  - A1+2 come back and listen to B 1+2's feedback
  - Same again but the B's become the interviewees and the A's become the interviewers
- Facilitator observes body language, eye contact, and listens to language used, answers given- followed by feedback.
- In groups, discuss what you gained from the experience. How did it go?

## **NETWORKING**

### **THE ELEVATOR SPEECH**

#### **Top 10 Tips for Participating in a Career Fair**

---

Career fairs are one way to meet employers who are actually hiring or anticipate hiring new employees in the near future. If you are looking to do an internship, it's important to let employers know that if you can in your initial 30 second elevator speech. It's also a good idea to put an objective at the top of the resume to let them know that you are looking for an internship. e.g. OBJECTIVE: To obtain an internship in banking.

#### **1. Prepare an Elevator Speech**

Have a short elevator speech prepared to give employers that includes information about your college, previous experiences, personal interests, and career goals.

#### **2. Arrive Early**

Give yourself ample time to get acclimated and check out fair participants.

#### **3. Dress for Success**

Suits are definitely recommended for anyone interested in getting a call back from employers.

#### **4. Bring Lots of Resumes**

Career Fairs are an opportunity to meet with many hiring professionals in a very short period of time. It's best to have enough resumes to be able to hand out to all employers offering internships/jobs that are of interest to you.

#### **5. Act Professionally**

Acting confident in your abilities will portray a sense of professionalism to employers. Be sure to offer a firm handshake and warm greeting to each employer you meet.

#### **6. Be Assertive**

Be assertive in your approach as you meet with each employer. Planning ahead can make this step easier especially if you tend to be somewhat shy or reserved.

#### **7. Show Enthusiasm**

Let your personality shine by showing your enthusiasm and your genuine interest in working for the company.

#### **8. Focus on the Positive**

Career fairs can be somewhat overwhelming so be sure to keep a positive attitude and remain focused on your goal.

#### **9. Maintain Flexibility**

Be open to possibilities and be sure to check out all of the career options that each employer has to offer. You may be surprised by the variety of career options that are available with different types of employers.

#### **10. Follow-Up With Employers**

Gather as many business cards as you can at the fair and follow up by sending each recruiter a short thank you note highlighting your knowledge, skills, and accomplishments and your interest in working for them.

#### **THE ELEVATOR SPEECH contd.**

**Definition:** An "elevator speech" in regards to internship and job searching includes a 30 second overview of an individual's knowledge, skills, and accomplishments. The term comes from the time it takes to complete a normal elevator ride from the top to the bottom floor. An "elevator speech" is an opportunity to get your point across in a timely manner; namely, who you are, what you've accomplished, and where you hope to go in the future. It is a short speech that is worth memorizing. In the timespan of 30 seconds you can let those you come in contact with know what your skills, interests, and future goals are as they relate to internships and jobs. "Elevator speeches" are used as a way to let those you meet know where you've been and where you're hoping to go in the future. Realizing the importance of each and every personal encounter you make can often spell the difference between success and failure in securing the ideal internship or job.

- When someone turns to you and asks, "So what do you do for a living?" what do you say? Ideally, you have a polished, intriguing answer that takes just a few seconds to say and that leaves your listener thinking, "Tell me more!"
- Your elevator speech should briefly answer five questions: **who, what, where, when and why.**
- Once you have the basic components of your elevator pitch, you can string them together in an effective and not too wordy form. Ideally, your finished response should have between 25-35 words and take no more than 15 to 30 seconds to say.
- You can also rearrange your speech to suit your audience.-you can craft a job-hunting response that focuses on your talents and successes, or a networking pitch that focuses on how good you are at referring leads.
- Whatever the specific goal you're trying to attain, a good elevator pitch makes people want to know more. If you rattle off your elevator speech and get the response, "Really? Go on," or "How does that work?" you've done a good job. Now's your chance to say, "Why don't we set a time to get together and go over this in more detail? Are you free Thursday at 2:30?" Suddenly you've picked up an appointment purely on the basis of your 15 to 30 -second speech.
- Practice saying it until it sounds nice and natural. If a phrase sounds awkward to you, try digging out your thesaurus and see if a word substitution or two will make it feel more like something you'd say in everyday life.
- The elevator speech is really important to a job search and should be developed, practiced and perfected, but not to the point of seeming rehearsed or canned. It should be second nature. Conversational yet concise is best but most importantly, short. Not rushed, just short.
- Think of it as a door opener or advertisement that draws in the listener by getting their attention and wanting to hear more. Communicate the value you could provide in a sentence or two and then try to open up the conversation. In the simplest sense, it may be just to communicate your availability and tell your story. You may need several variations depending on the situation such as for networking, interviewing, career fairs, or even casual social encounters.



## TIPS

- 1. Set the stage by introducing yourself. What is your career interest? Be a little creative and think about it from the listener's perspective. What might your audience want to hear about? Employers most likely want to hear about **motivated people with relevant talents** that can **help them**.
- 2. What is your **key message**? What special strength do you offer? How are you different? Tell your special story in a few words to set yourself apart and communicate your value. Give quantifiable information if possible, such as, "achieved a double major and graduated cum laude in three years." Facts make an impact.

"TheTSE is one of the leading centers for research in economics in the world and is consistently ranked in the top 3 league in Europe rankings based on quality-weighted publications.

- 3. **Use emotion** and avoid the yawn by making it energetic or even passionate. What makes you excited about your career? Action words can be helpful but use jargon or terminology sparingly if at all. Smiling when you speak can work wonders at helping to continue the conversation. Practice makes perfect.
- 4. Talk about how you could benefit an employer. If you are in Marketing, you may benefit an employer by helping to develop and sell innovative services. Culinary arts? Deliver delicious dishes that keep customers coming back. Teaching? How about you positively impact students and prepare them for academic success. **The benefit statement is persuasive and powerful when well crafted.**
- 5. Use **a hook** to make it memorable and extend the relationship. Good advice is to "Stroke the corporate ego" or in some way compliment the employer or interviewer. **Genuine compliments** are always well received as long as they are factual and not pandering. Handing out a business card or resume works wonders too. Try to exchange email addresses, phone numbers, links or offer up your social media profile if appropriate. Keep the door open.

Be prepared to explain, support or defend any part of your elevator speech. Think through questions or challenges that could arise and try to keep it open and conversational. Encourage interaction and discussion.

Relax and have some questions ready to ask.

### Consult these links, and others, before writing

[http://www.youtube.com/watch?v=y1Y02\\_oZP8U#t=71](http://www.youtube.com/watch?v=y1Y02_oZP8U#t=71)<http://www.youtube.com/watch?v=B1fhF9mPIcA#t=12>

<http://www.youtube.com/watch?v=B1fhF9mPIcA#t=12>

<http://www.job-hunt.org/guides/Job-Hunt-job-networking-for-introverts.pdf>

## GROUP ACTIVITY

**invent yourself a name and job/field of study/or be yourself- then spend 10 minutes trying to get to know as many people in the classroom as you can- Use your elevator speech-Back in groups, tell people whom you met and see who was most successful at getting themselves known to others**

### PROFESSIONAL INTRODUCTIONS

Networking is an important piece of any job search. Preparing a professional introduction ahead of time will give you more confidence and will help you to be more successful in your networking. This is an introductory statement that states the type of job or internship you are looking for, your skills and your related experience. Communicating your goals and key points in a clear, straightforward manner is very important. Don't assume people will figure out what you want just by stating a job title or the name of a company. Once you have a professional introduction ready, you can tailor it to fit each situation.

#### **You can use your professional introduction:**

- To network at meetings, school, or social activities
- When you are introducing yourself to potential employers
- To answer the infamous "What are you doing after graduation?"

#### **Guidelines:**

- Be specific--- communicate your focus or your goals
- Make your commercial conversational and not too heavy on the content
- Single yourself out from the crowd--- let your unique skills and personality shine
- Communicate enthusiasm and motivation

#### **What to include in your professional introduction:**

- What are you looking for? (Describe a dream job, professional career field, fulfilling position)
- Recent education and relevant experience
- Areas of expertise/skills/accomplishments
- Include words that emphasize your enthusiasm

#### **Introduction #1 – Introducing Yourself to Employers:**

"My name is Lisa Simpson and I am a senior at the University of the Pacific. I am graduating in May with a B.A. in English and I am interested in the field of publishing and editing. Over the last three years, I have worked for the school newspaper serving as a staff writer, editor, and eventually senior editor. I also had an internship at a small publishing firm in San Francisco which really got me excited about this field. I was wondering how entry level editors get started in your organization?"

#### **Introduction #2 – How to introduce yourself if you are not sure what you want:**

"My name is Lisa Simpson and I am a senior at the University of the Pacific. I am graduating in May with a B.A. in English and am looking forward to starting a career where I can use my strong communication skills and creativity to make a positive impact in the community. I am interested in your company because I know you value community and you are committed to working with small, local businesses, designing innovative ad campaigns that help them increase their sales."

#### **Introduction #3 – Answering the Question "What are you going to do after graduation?"**

"After I graduate in May, I want to move to New York City and pursue a career in the publishing and editing field. Ultimately, I would love to edit fiction novels for a large publishing house. After working as the senior editor on our campus paper and interning at a publishing firm, I realized that this is my passion and I am really excited to get started. You wouldn't happen to know of anyone in this field?"

#### **Introduction #4 – How to answer if you are not sure what you want!**

"I have a lot of different interests and am open to a variety of opportunities. Currently I am researching careers in both Human Resources and Marketing. I really like the idea of working with people and giving back to the community in a positive way. Do you know anyone who works in either of these fields that I might contact for more information?"

## TAKE NOTES FROM YOUR SESSIONS ON NETWORKING

### JOB APPLICATIONS

#### **Browse!!**

<http://jobs.economist.com/jobs/banking-and-finance/>

<http://economists.ning.com/>

<http://www.econ-jobs.com/>

<http://au.gradconnection.com/graduate-jobs/economics/>

<http://www.careerjet.ie/economics-jobs.html>

<http://www.internmatch.com/s/economics-internships>

<http://www.indeed.com/q-Economics-Internship-jobs.html>

# Cultural differences- UK,US,FRANCE

## CULTURAL DIFFERENCES USA

Just as there are cultural differences in education systems and social life, there are cultural differences in what an employer expects during the interview process. This guide is designed to help international students in the U.S. understand what these cultural differences may be, help them create a U.S. appropriate resume, and prepare for a successful interview process.

### RESUMES

A resume for a U.S. employer is a concise, attractive marketing tool that summarizes job skills, accomplishments, and academic background relevant to your employment objective. It is NOT a detailed chronological list of academic and formal work experience.

### INTERVIEWING

The most difficult thing for many international students during the interview process is selling themselves. The U.S. is a highly individualistic, direct culture where employers expect you to show confidence in yourself and enthusiasm for the job. To do this, you must openly discuss your goals and accomplishments in order to convince them you are the best candidate for the job. Many international students feel boastful and disrespectful when trying to discuss their qualifications in such an individualistic manner, but this is one of those situations where it is important that you practice expressing yourself confidently without sounding arrogant. Learning to find the appropriate language is often difficult, so it is very important that you take advantage of the programs your career center provides, such as practice interviews.

Although it is illegal for a potential employer to ask you your race, nationality, or immigration status, they can however, ask you if you are authorized to work in the U.S. You are not required to offer the information if not asked about your employment eligibility, but it is very important that you are able to explain it if necessary. Not all employers are familiar with the work authorization associated with various immigration categories, so the more

<b>You should include:</b>	<b>You should NOT include:</b>
• Full Name (given name, family name)	• TOEFL Score (unless you say what you got out of the total possible number of points)
• Contact Information in the U.S.	• Photograph
• Career Objective (optional)	• Immigration Status
• Summary of Qualifications (optional)	• Age / Date of Birth
• Education (highest degree first)	• Hometown/Home Country
• Relevant Experience (most recent experience first)	• Marital Status
• Leadership Experience (optional)	• Race/Ethnicity
• Honors & Awards (optional)	• Religion
• Languages (other than English)	• Personal Interests or Hobbies unless related to the job or show something marketable about you
• Quantifiable results if possible	
• Varied action verbs	
<b>Interviewing DOs:</b>	<b>Interviewing DON'Ts:</b>
• Be on time	• Be late
• Maintain eye contact	• Disclose age, race, marital status (it is illegal for them to ask you such personal questions)
• Anticipate questions regarding competency and experience	• Answer questions indirectly
• Openly discuss your accomplishments and skills	• Avoid responding to questions that require to you talk about your accomplishments and personal career goals
• Be direct and give specific examples that demonstrate your experience	
• Be ready to discuss your strengths and weaknesses	
• Know the organization (shows initiative and interest)	
• Follow-up your interview with a thank you note	

**Cultural Differences in CVs and cover letters North America/ UK-IRE / France**

**U. S. A./ Canada**

**U.K. / Ireland**

**France**

**CV Format**

	<p>It's called a resume and is a <b>marketing</b> tool: you are <b>selling</b> yourself so it may seem boastful to a non-American.</p>	<p>It's called a CV and should be factual, but not boastful.</p>	<p>It's called a CV and should be objective and neutral, not boastful. Boastful is considered arrogant.</p>
	<p>No title. Name is at the top, most important (so they remember who you are).</p>	<p>No title. Name is at the top, most important (so they remember who you are).</p>	<p>Title at the top is very important – name is usually smaller.</p>
	<p><b>No photo, no marital status, no age, no nationality. Only contact information.</b></p> <p>Personal information could be considered as potentially discriminatory (and comes across to employer as “you think you’re going to get this job just because you’re good looking??”)</p> <p>CF: USA - Civil Rights Act 1964, Equal Pay Act 1963, Age Discrimination in Employment Act 1967, Americans with Disabilities Act 1990</p> <p>Canada - Canadian Human Rights Act 1977, Employment Equity Act 1986</p>	<p><b>No photo, no marital status, no age, no nationality. Only contact information.</b></p> <p>CF: Sex Discrimination Act 1975, Employment Equality (Age) Regulations 2006, Race Relations Act 1976</p>	<p>Can put photo, marital status, age, nationality</p>
	<p>No italics (a lot of resumes are scanned, and italics does not always come out properly)</p> <p>No color (comes across as frivolous, unless you’re applying for a creative job)</p>	<p>Avoid italics and color</p>	<p>Color is accepted but must be simple (blue, grey, etc.). Italics, bold, capital letters are also accepted. Must not have more than 3 different ‘format’ choices (for example, 1. color 2. boxed text and 3. bold).</p>
	<p>Format (chronological, skills-based, reverse-chronological resumes) is much less uniform than European CV. However, this does not mean just <i>anything</i> is effective. Like a lot of things in North America, there is a lot of diversity in what is accepted, but having a template to work from is helpful.</p>	<p>CV format is more uniform</p>	<p>CV should be easy to read, with a lot of visual space on the page. It also must be structured (very important).</p>
	<p>1 page for recent graduates</p>	<p>1-2 pages (depending on experience, etc.) for recent graduates</p>	<p>1 page for recent graduates</p>

## Cultural Differences in CVs and cover letters North America/ UK-IRE / France

**U. S. A./ Canada**

**U.K. / Ireland**

**France**

CV Contents	U. S. A./ Canada	U.K. / Ireland	France
	<p><b>Very strong</b> emphasis on what you can <b>do</b>, everything linked to job performance (hence use of <b>action verbs</b> in resumes).</p> <p>“Most employers look for qualities that may not be directly related to your major, skills such as good communication, quantitative, analytical thinking, teamwork, initiative. Employers are very interested in what you have done outside the classroom, such as internships, student activities, and leadership positions. Even students in technical fields such as engineering and computer science pursue non-related careers.” (Northwestern University’s Office of Career Services)</p>	<p>Strong emphasis on what you can do, but school results and who you are in your personal life is also important.</p>	<p>Emphasis on what you can do is also important, but less insistence on <u>verbs</u> on the CV. School results and who you are in your <b>personal life</b> are also important.</p>
	<p>Can include ALL types of jobs, giving them a positive spin, especially for a student with little experience applying for internships (even if you think it’s not relevant to the job).</p>	<p>Can include ALL types of jobs, giving them a positive spin, especially for a student with little experience applying for internships (even if you think it’s not relevant to the job).</p>	<p>More focus on relevance, unless you have <b>no</b> relevant experience; then you should include the other jobs.</p>
	<p>No personal interests/hobbies <b>unless</b> it’s relevant to the job or shows some positive aspect that makes you stand out. Otherwise, considered irrelevant and too personal, unprofessional.</p>	<p>Can include interests (they like to know a bit about you as a person).</p>	<p>Should include outside interests: shows you are well-balanced, have diverse areas of interest, ‘normal’ and therefore possibly easy to work with.</p>
	<p>Leadership &amp; awards are common and not something to be embarrassed of.</p> <p>Culturally, awards are given out for even small things, like “Best attitude”, etc. It is common to cite “Leadership Positions”, even if seemingly unrelated to job (e.g. “First chair trumpet in College Orchestra → led rehearsals, organized and encouraged other players” etc.).</p>	<p>Leadership &amp; awards are less common (though can appear in extra-curricular activities, like volunteer work).</p>	<p>Leadership/awards are much less common (though can appear in extra-curricular activities, like volunteer work); results are more important and speak for themselves.</p>
	<p>Common to put your GPA (Grade Point Average) and any other indications of academic success (summa cum laude, magna cum laude, cum laude).</p> <p>Can also include your percentile (top 5% of class)</p>	<p>Common to put your degree classification (1<sup>st</sup>, 2.1, 2.2, etc. to indicate 1<sup>st</sup> class honours, etc.).</p>	<p>Only honors (“mention”) is important, but you can put your “classement” as well.</p>

**Cultural Differences in CVs and cover letters North America/ UK-IRE / France**

**U. S. A./ Canada**

**U.K. / Ireland**

**France**

<b>Cover Letter</b>	Called a cover letter	Called a covering letter	Called a lettre de motivation
	Fairly direct (comes across as confident in American context).	Less direct (comes across as presumptuous/pretentious/even impolite in European context sometimes)	A delicate balance to show your qualities without seeming arrogant.
	A rather important element of recruitment process; takes elements from resume and <u>develops</u> them.  Can be fairly long and can explain gaps or discrepancies in resume.	Less important than in North America; can <u>reference</u> CV but should not repeat CV.  Usually quite short: 3 paragraphs including why you want job, and including info on the company.	Can be quite important – must be well-written.
	See template for structure ( <u>very</u> different from French format!).	See template for structure ( <u>very</u> different from French format!).	



**Cultural Differences in CVs and cover letters North America/ UK-IRE / France**

**U. S. A./ Canada**

**U.K. / Ireland**

**France**

<b>Interviews</b>	<p>A firm handshake is encouraged, without necessarily waiting for recruiter to make first move. More initiative taking; more <u>leading</u>, less following than in French interviews.</p> <p>Probably <b>shouldn't</b> ask about salary / vacation / days off → could come across as lazy (e.g. “you’re already thinking about vacation and you haven’t even started? Not very motivated to work...”) or presumptuous (e.g. “Don’t you think it’s presumptuous to ask about days off before you even know if your profile interests us?”).</p> <p>Salary is usually advertised, though can also be negotiated (not in the first interview).</p> <p><b>Do not downplay achievements</b> to be modest (if you’ve done something well, tell them! No need to be ashamed!)</p> <p><b>Do not reply in the negative</b> (i.e. “it’s not a problem for me”). Try to always give a positive spin to things, even in the language you use (for example, you could say, “I would welcome the opportunity to travel with work”, “I am always ready to do what is necessary to finish a project on time”, etc.).</p> <p>It is illegal for the interviewer to ask personal details (married/single, age, children, etc.)</p>	<p>Similar to North America.</p>	<p>The interviewee does less leading in the interview – it might be seen as impolite, too presumptuous.</p> <p>Tradition can be important – e.g. one should wait for the interviewer to offer his/her hand first.</p> <p>Salary / vacation / days off can be discussed and negotiated (though not usually in the 1<sup>st</sup> interview). Interviewers sometimes ask for the previous salary, though this is illegal.</p> <p>Modesty is valued, but be clear that your achievements come across.</p> <p>It is illegal, but interviewers often try to find out information about personal life.</p>
<b>Post-Interview</b>	<p><i>Very important to <b>thank</b> the people who interviewed you: the very least is an email, but people often send hand-written thank you notes.</i></p> <p><i>Considered very rude not to thank a person who has helped you in some way (i.e. given you an interview, written you a recommendation letter, passed your resume on to a colleague, etc.).</i></p> <p><i>This maintains good relations (for networking!), shows you’re motivated and organized, and gives a good impression of you.</i></p>	<p><i>This is less important than in North America, but is positive.</i></p>	<p><i>This practice is starting in France, but is still not very common.</i></p>